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ABSTRACT

Contents of the Iowa State University faculty handbook include (1) a chapter on the administrative structure of the university describing functions of the various offices and committees illustrated with an organizational chart; (2) a chapter on faculty policies, responsibilities, and benefits, which includes statements on tenure, academic freedom, professional ethics, specifications for promotion, dismissal procedures and independent appeal channels, and rules of personal conduct; and (3) chapters on research and teaching policies. Constitution and bylaws for the faculty council are appended. (JT)

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FACULTY HANDBOOK

INFORMATION FOR THE ACADEMIC STAFF

Iowa State University
Ames, 1973

HE 007 389

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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THE FACULTY HANDBOOK

Information for the Academic Staff
of
Iowa State University

Published by
The Office of Academic Affairs
IOWA STATE UNIVERSITY
July, 1973

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INTRODUCTION
The Academic Community

"Perhaps more than any other attribute, any other characteristic, I have sensed and felt this institution's quality of being a genuine academic community. . . . One does not need to indulge in any kind of Rousseauian mysticism to sense that this is an academic community composed of something more than the mere total of various groups, each representing a bloc of power, which go to make up a university. Rather, it is composed of a sharing of common concerns, an ability to focus upon common problems, a capacity for communication and discussion, a general will to move this University forward."

So spoke President W. Robert Parks in a faculty convocation in September 1969.

This handbook has been prepared with the hope that it will be helpful to the individual faculty member as he or she works in the large and dynamic academic community which is Iowa State.

It represents an attempt to answer those questions which are most often raised by the faculty. At the same time it sets forth the commitments that the University makes to you as a member of this academic community.

Naturally this handbook does not answer all the questions that will occur to you. It does identify sources where additional and more complete information can be obtained.

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THE UNIVERSITY

A Background of "Firsts"

A lone silhouette on a treeless skyline, the porticoed wood and brick College Building was still unfinished when Iowa Agricultural College formally opened March 17, 1869.

The day was sunny and warm. People began arriving early in the morning. They came in wagons, on horseback, by rail. Local farmers rubbed shoulders with state dignitaries in a crowd of 2,500 guests that taxed the College chapel and dining hall well beyond capacity.

That day marked a beginning not only of a new institution but a new kind of institution.

In those crude surroundings, five faculty members, 93 college students, and 80 pre-college students were to establish an institution which would put the farmer and mechanic on an educational level with the professional man.

That day had been a long time coming.

In 1848 the First Iowa General Assembly had proposed to Congress that abandoned Fort Atkinson be used as the site of a state agricultural college. Nothing came of that.

But advocates of the "people's college" persisted. Their charter act passed in the Seventh General Assembly, and on March 22, 1858, the charter became law. Two years later, economy-minded legislators sought to repeal the charter act. Only a parliamentary maneuver saved it.

The charter act appropriated $10,000 toward establishment of the College. Story and Boone county residents added contributions totaling $21,355, as an inducement to location of the College in western Story County. Anticipated federal support did not materialize until the Civil War removed Southern opposition.

On July 2, 1862, President Lincoln signed into law a measure submitted by Justin Morrill of Vermont, providing that federal lands be used to endow in each state at least one college whose curriculum would include the traditional classical studies, but would emphasize subjects related to the nation's agricultural and industrial development.

The following September 11, Iowa became the first state to accept the terms of the Morrill Land Grant Act. On March 29, 1864, the Iowa General Assembly voted to award Iowa's grant to the Agricultural College.

The College was the first Land Grant institution opened on a coeducational basis.

Initially it offered degrees in agriculture and "mechanics." From the mechanics course it began almost immediately to develop programs in the several branches of engineering.

A "Ladies Course" was introduced in 1871. The following year the College became the first Land Grant institution to offer a course in home economics. In 1875 it established a department of cookery and household arts, one of the nation's first four state college programs in home economics.

From its early work in agriculture, the College in 1879 developed the nation's first state college program in veterinary medicine.

The engineering programs, which had had main-line status since the College opened, were recognized in title when the institution was renamed "Iowa State College of Agriculture and Mechanic Arts" in 1896.

Organization of Iowa State's academic structure along its present lines was completed in 1913, when the Department of Home Economics and the graduate program were elevated to divisional status.

Experimental work was already under way at Iowa State when it opened. The College led in the development of state-federal cooperation in agricultural research, and established the nation's first college-based research programs in engineering and home economics.

It also pioneered the service aspect of the Land Grant idea. It was the first Land-Grant school to conduct off-campus institutes, and it organized the nation's first statewide county cooperative extension system.

Graduate study was offered almost as soon as the College began, and the first graduate degree was conferred in 1877.

Adapting land-grant philosophy to the changing needs of the twentieth century, Iowa State has maintained its pre-eminence in the areas of agriculture, home economics, engineering and veterinary medicine, but has broadened its work to other areas, to the point that its largest enrollment now is in the sciences and humanities. Increasing numbers of students find in the broad-based curriculum of Iowa State opportunities to specialize in excellent programs of science and technology, and to acquire a broad general background of education in the "liberal arts" tradition.

Since 1959, the institution has been known as Iowa State University of Science and Technology.

In 1973, Iowa State had an enrollment in excess of 19,000 and a faculty of approximately 1,900. —Adapted from "Profiles of Iowa State University History."

Administrative Structure

THE STATE BOARD OF REGENTS

The State Board of Regents is the governing body for Iowa State University, the University of Iowa, and the University of Northern Iowa. The Iowa Braille and Sight Saving School at Vinton, the Iowa School for the Deaf at Council Bluffs, and the State Sanatorium at Oakdale are also under its supervision.

The nine members of the Board are appointed for 6-year terms by the Governor with the approval of the Senate. Not more than five members may be of the same political party. The Board ordinarily meets once a month at the board office in Des Moines or at one of the institutions.

It is responsible for major policies, coordinates the activities of the various institutions under its jurisdiction, approves budgets, selects the presidents of the institutions after consultation with representatives of the school involved, approves staff appointments and establishes guidelines for staff salaries.

The Board reports to the Governor concerning budgets and on important educational matters.

THE PRESIDENT

The President is the principal administrative officer of the University. He is directly responsible to the State Board of Regents for the operation of the University.

He attends meetings of the Board, reports on university affairs and participates in policy discussions. He presents the university budget, recommends policy changes, expenditures not provided by the budget, construction of new facilities, changes in curricula, establishment of new courses, and all types of personnel actions.

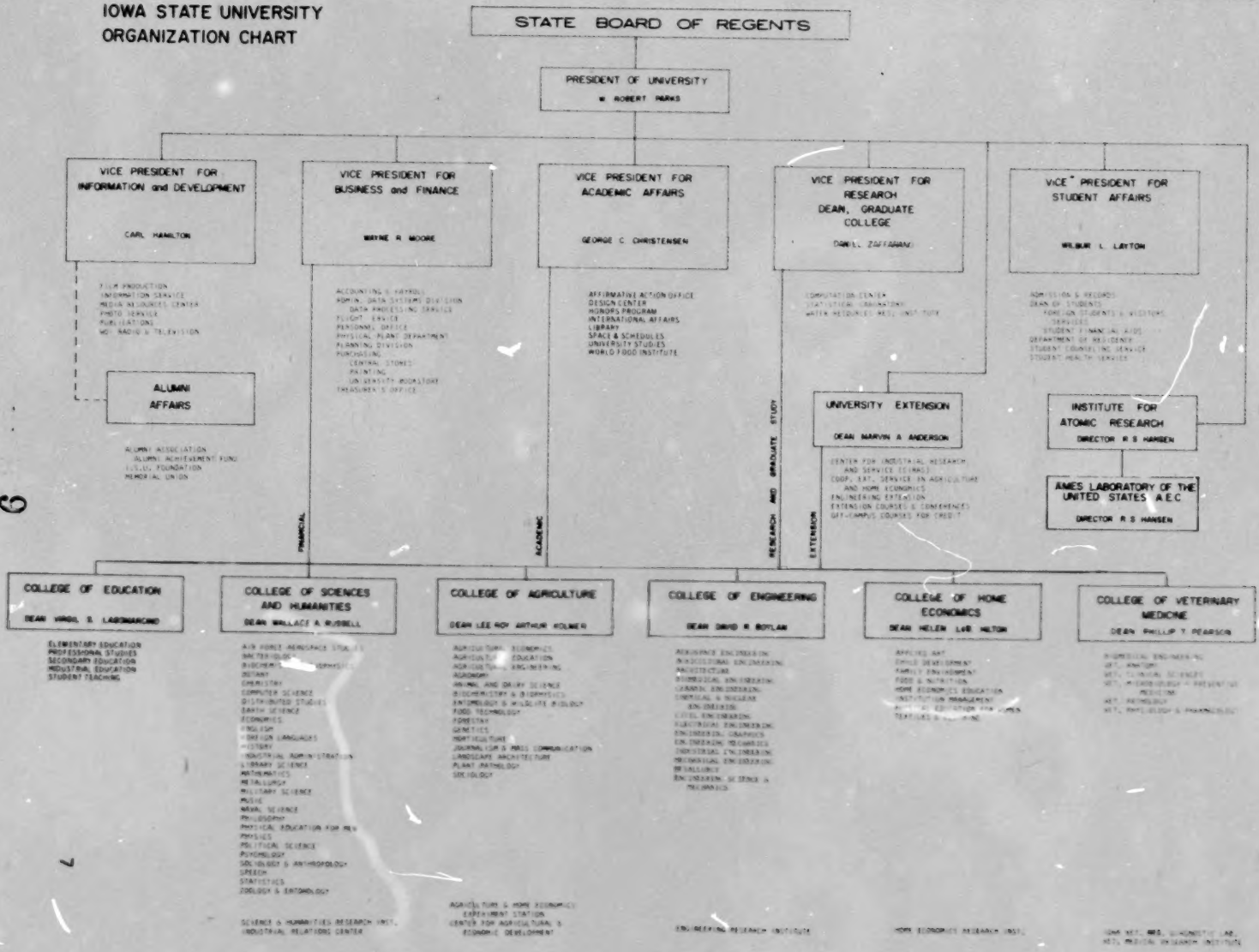
The President is the person who is held finally responsible for the administration of university affairs. He serves as the presiding officer of the General Faculty and of the Administrative Board. He issues diplomas conferring degrees, upon the recommendation of the General Faculty, and by authority of the Board of Regents.

He is directly responsible for recommending the appointment of administrative officers who carry university-wide responsibility: the Vice-President for Academic Affairs, the Vice-President for Business and Finance, the Vice-President for Student Affairs, the Vice-President for Research, the Vice-President for Information and Development, the academic deans, the Dean of Admissions and Records, the Dean of University Extension, the Treasurer, the Controller and Secretary, as well as all other directors and managers of university agencies. The central administrators are directly responsible to the President.

THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS

The Vice-President for Academic Affairs, through the deans and directors, coordinates and administers the academic program and the personnel policies of the University. He holds responsibility for International Programs, the Office of Space and Scheduling, and the Affirmative Action Office. For these functions he is directly responsible to the President. He also represents the University on the Iowa Interinstitutional Com-

IOWA STATE UNIVERSITY
ORGANIZATION CHART



mittee on Educational Coordination. This committee is responsible to the State Board of Regents.

THE VICE-PRESIDENT FOR RESEARCH

The Vice-President for Research coordinates, through the Research Administration Council, the research program of the University. He serves as chairman of this council. He also administers the Graduate College. For these functions he is responsible to the President.

THE VICE-PRESIDENT FOR STUDENT AFFAIRS

The Vice-President for Student Affairs coordinates all nonacademic student services, including the Office of Admissions and Records, the Department of Residence, the Student Counseling Service, the Student Health Service, and the Office of the Dean of Students, which has within it the Student Financial Aids Office, servicing student employment, and the Foreign Student and Visitor Services.

THE VICE-PRESIDENT FOR BUSINESS AND FINANCE

The Vice-President for Business and Finance manages the fiscal operations of the University and is responsible for the offices of the Treasurer, Secretary, Controller, Accounting, Payroll, Internal Auditing, Administrative Data Systems, Administrative Data Processing, Purchasing, the Physical Plant, Personnel, Student Loans, the Planning Division, and Flight Service.

He is also responsible for the general supervision of business operations of all university activities.

THE VICE-PRESIDENT FOR INFORMATION AND DEVELOPMENT

The Vice-President for Information and Development is responsible for the Information Service. He is the University representative in relations with the Alumni Association (including the Alumni Achievement Fund), the Iowa State University Foundation and the Memorial Union. In addition, he serves as adviser on many other aspects of University relations, both internal and external.

THE ADMINISTRATIVE BOARD

The Administrative Board consists of the President, the Vice-President for Academic Affairs, the Vice-President for Research, the Vice-President for Business and Finance, the Vice-President for Student Affairs, the Vice-President for Information and Development, the Dean of Admissions and Records, the Dean of Students, the deans of the colleges, and such general administrative officers as are appointed to the Board by the President.

It meets at the call of the President to advise him in all matters concerning the University as a whole.

THE GENERAL FACULTY

The General Faculty is the legislative body of the faculty responsible to the President. It usually meets once a quarter on the call of the President to discuss and determine general educational policies and procedures which concern requirements for admission to the University or colleges as well as requirements for graduation, the relations among colleges, revisions in curricula, and to recommend candidates for diplomas, degrees and certificates to be conferred by the President. (Proposed changes in educational policy are presented to the Board of Regents through the President.) The President presides, and the members of the General Faculty include the Vice-President for Academic Affairs; the Vice-President for Research; the deans of the colleges; the Dean of Students; the Dean of Library Services; the deans and directors of the extension services, of research institutes or experiment stations; the Dean of Admissions and Records; the general administrative officers designated by the President; the head or chairman of each department; and staff members of the rank of professor, associate professor, and assistant professor.

COUNCILS AND COMMITTEES

The University has a number of councils and committees whose members work in specific areas to assist the President in the administration of the University. Most of these committees are appointed by the President with recommendations from the deans, and efforts are made to provide opportunities for service to as many staff members as possible by rotating membership on a regular basis.

Most committees and councils have student members who have been nominated for membership by the Government of the Student Body. Some committees, such as the University Academic Standards and the University Curriculum committees, are largely composed of the chairmen of college committees working in the same area. A complete list of the committees and their members, as well as of the councils and their members, will be found in the University Staff Directory.

THE FACULTY COUNCIL

The Faculty Council was established by the faculty to facilitate communication between the faculty and the General Faculty, the President, vice-presidents, deans and other administrative officers of the University.

The council, an advisory body, conducts studies and makes recommendations concerning educational policy and faculty welfare. It may consider cases involving possible injustice toward a faculty member or members. This procedure is described under "Independent Appeal Channel" in this handbook.

Members of the council are elected by the faculties of the six colleges to represent all staff ranks, on the basis of one representative for each 100 people, or portion thereof, in each academic rank. Terms are for three years, and no member may be elected for more than two consecutive terms. The council is required to meet once a month during the academic year. It is responsible to the General Faculty.

For the basic document of the council, together with its rules and bylaws, see Appendix B of this handbook.

THE COUNCIL ON INSTRUCTION

The Council on Instruction concerns itself with the broad aspects of study and analysis of objectives, procedures and quality of Iowa State University instruction. Its recommendations may be sent to one or more college deans, to the Administrative Board, or to the President.

Members include one representative from each of the colleges (recommended by the deans), the Dean of Admissions and Records, the chairman of the University Curriculum Committee, the chairman of the University Academic Standards Committee, and the Vice-President for Academic Affairs.

Meetings are held on the call of the chairman. The council is responsible to the President and to the Vice-President for Academic Affairs.

THE ATHLETIC COUNCIL

The Athletic Council governs intercollegiate athletics. It manages the budget for this program and recommends to the President the appointment of members of the staff concerned with intercollegiate athletics (as advised by the Director of Athletics).

Schedules and contracts for intercollegiate contests are authorized and approved by the Council.

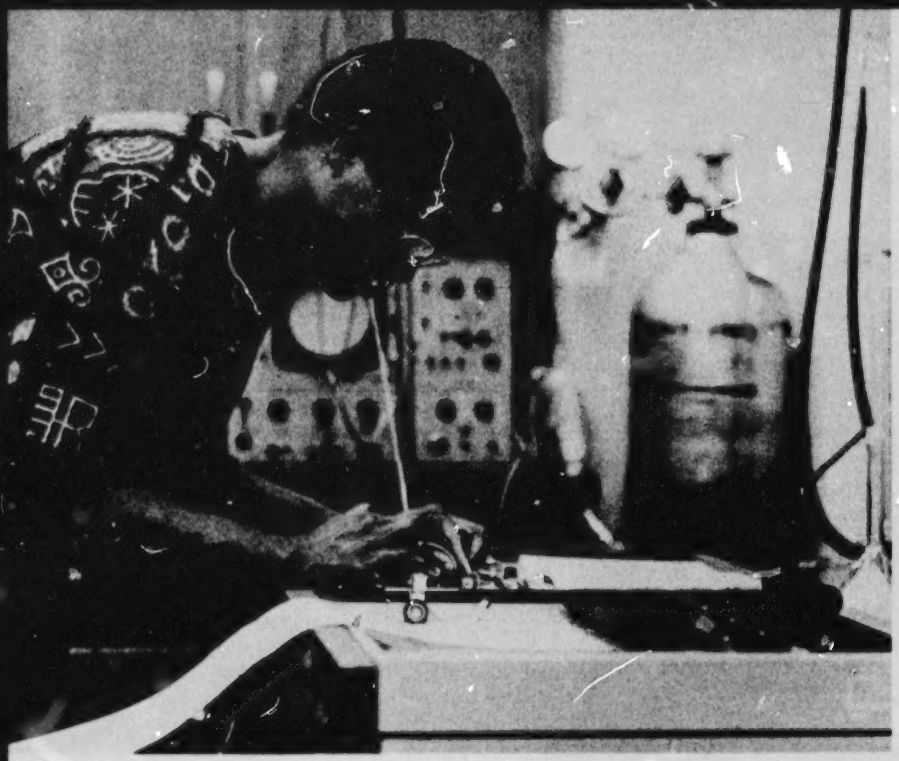
There are 15 members, including 10 faculty, 3 alumni, and 2 student representatives. In addition, a Varsity I representative is appointed each year to serve as an ex officio member. The faculty members include six elected representatives from each of the six colleges, two faculty members appointed by the university President, the faculty representative to the Big 8 Conference, and the Athletic Director, who serves as an associate member. All members appointed or elected from the faculty serve for a period of 3 years. A faculty member may serve two successive 3-year terms. Three alumni representatives may serve two successive 3-year terms. Two student representatives are selected by the Government of the Student Body and the University President. One student representative is selected from the Junior Class each year for a 2-year term. The Treasurer of the University serves as the treasurer and the Athletic Director as secretary.

Meetings are held once a month or more often at the call of the chairman. The Athletic Council is responsible to the President.

THE SAFETY COUNCIL

The Safety Council coordinates safety activities on the campus, conducts campus-wide inspection programs, and recommends safety measures. Members represent the colleges, the Institute for Atomic Research, the Physical Plant, the Department of Residence, the Office of the Dean of Students, the University Library, the Memorial Union, the Student Health Service, the Iowa State Center, and the Information Service.

Members are appointed by the President with the assistance of the deans and directors. Meetings



are held once a month during the school year on call of the chairman. The Council is responsible to the President.

THE COUNCIL ON INTERNATIONAL PROGRAMS

The Council on International Programs coordinates International Service programs, study programs in foreign countries, internationally oriented research programs, and on-campus programs with international emphasis. The Council is chaired by the Vice-President for Academic Affairs.

THE COMMITTEE ON ACADEMIC ADVISING

The Committee on Academic Advising maintains close contacts among the advising programs in the various colleges and makes recommendations for the improvement of academic advising throughout the University. The Committee is responsible to the Vice-President for Academic Affairs.

THE COUNCIL ON STUDENT AFFAIRS

The Council on Student Affairs concerns itself with policy especially related to student life. Council membership is representative of faculty, students, and administration. The Council is advisory to the Vice-President for Student Affairs.

THE MUSIC COUNCIL

The Music Council has as its chief responsibility the annual Artist Concert Series and the Celebrity Concert Series, selecting the talent and setting ticket prices. Members include six faculty members appointed by the President for 3-year terms and three students, all are appointed by the President. The chairman is the head of the Department of Music. The Music Council is responsible to the President of the University.

OFFICER EDUCATION COMMITTEE

Three military units on the campus include the Department of Air Force Aerospace Studies,

the Department of Military Science, and the Department of Naval Science. They are administratively responsible to the College of Sciences and Humanities.

The Officer Education Committee has been appointed to advise the Administration and the faculty on matters pertaining to the Officer Education programs. The committee serves as liaison between the Officer Education departments and the colleges of the University. The committee gives particular attention to such matters as qualifications of Officer Education faculty members, enrollment trends in Officer Education, and the relationship of Officer Education to other educational programs of the University.

ALL-UNIVERSITY DEANS

Admissions and Records

The Dean of Admissions and Records is in charge of admissions at both the undergraduate and graduate level. His office assembles and keeps on file the academic records of all students and coordinates use of classrooms and offices on the campus.

University Extension

The Dean of University Extension directs and coordinates the extension activities of the University. His activities also include short courses and conferences both on and off campus.

Dean of Students

The Dean of Students is especially concerned with the personal, social, and academic welfare of the students.

Dean of Library Services

The Dean of Library Services is responsible for the University Library and all of its services. These include the various branch libraries.

DIRECTORS—SUPERVISORS

Director of Residence

The Director of Residence is in charge of the residence halls, Pammel Court, Hawthorn Apartments, University Village Apartments, and off-campus housing.

Director of Physical Plant

The Director of the Physical Plant is responsible for construction and maintenance of buildings and grounds, the operation of the University's utilities, campus security and the regulation of traffic. He reports to the Vice-President for Business and Finance.

Personnel Officer

The personnel officer assists with the recruiting of nonacademic personnel and is in charge of their processing. Details pertaining to retirement programs, Social Security, Workmen's Compensation, group life insurance, hospital insurance, and similar benefits are handled by this office.

Affirmative Action Officer

The Affirmative Action Officer assists other administrators in their efforts to comply with Iowa State University's affirmative action program, The officer reports to the Vice-President for Academic Affairs.

Director of Purchasing and Stores

The Director of Purchasing and Stores has the responsibility for making all purchases for the University. He is also responsible for the operation of the University Car Pool, the University Book Store, Printing Service, and Central Stores.

Student Financial Aids

The Supervisor of Student Financial Aids administers the scholarships and financial aids of the University. He serves as secretary of the University Scholarship Awards and Prizes Committee, and is in charge of student employment.

Student Health

The Director of Student Health administers the Student Health Service and the physical examination program.

Student Counseling

The Director of the Student Counseling Service administers a staff of professional counselors, the

University testing programs, and a test scoring service for classroom examinations.

Associated Organizations

ALUMNI ASSOCIATION

The Iowa State University Alumni Association is a corporation affiliated with the University "to promote the social, moral and material welfare of Iowa State. . . and of its faculty, graduates, students and former students. . ." The executive director, who also serves as director of Alumni Affairs for the University, is selected by the Association's Executive Committee with the approval of the President. The director of the Achievement Fund, the voluntary giving program sponsored by the Association, is appointed by the President upon the recommendation of the Fund's trustees.

Alumni Affairs, the Association, and the Achievement Fund are headquartered in Room 242 Memorial Union.

THE IOWA STATE FOUNDATION

The Iowa State University Foundation, formed by a group of alumni and friends of the University, accepts and administers gifts for educational and scientific purposes. *The Order of the Knoll* was organized in 1968 to recognize those individuals who make major contributions to Iowa State University. Members express their intention to make annual gifts of at least $1,000. Life membership is accorded those who contribute a minimum of $10,000 or establish an irrevocable deferred gift of $15,000 or more.

Colleges and Curricula

The college is the sum of the departments or group activities in one academic field or its related areas. Iowa State University is composed of seven colleges which offer major work in more than 80 curricula. At the baccalaureate level both bachelor of arts and bachelor of science degrees are awarded.

The various undergraduate colleges and areas of major work are:

COLLEGE OF AGRICULTURE, including the Agriculture and Home Economics Experiment Station and the Cooperative Extension Service in Agriculture and Home Economics:

Agricultural Business
Agricultural Education
Agricultural Journalism
Agricultural Mechanization
Agronomy
Animal Ecology
Animal Science
Biometry
Dairy Science
Entomology
Farm Operation
Fisheries and Wildlife Biology
Food Technology
Forestry
Horticulture
Landscape Architecture
Outdoor Recreation Resource Development
Plant Pathology
Public Service and Administration in Agriculture
Urban Planning

COLLEGE OF EDUCATION

Elementary Education
Industrial Education
Professional Studies
Secondary Education

Leading to the Iowa professional teaching certificate:

Agricultural Education
Art
Biology
Chemistry
Earth Science
Elementary Education
English
Foreign Languages
General Science
Home Economics Education
Industrial Education
Journalism
Mathematics

Music
Nursery School—Kindergarten
Physical Education for Men
Physical Education for Women
Physics
Psychology
Safety Education
Social Studies
Speech

COLLEGE OF ENGINEERING, including the Engineering Research Institute and Engineering Extension Service:

Aerospace Engineering
Agricultural Engineering
Architecture
Ceramic Engineering
Chemical Engineering
Civil Engineering
Construction Engineering
Electrical Engineering
Engineering Operations
Engineering Science
Industrial Engineering
Mechanical Engineering
Metallurgical Engineering

COLLEGE OF HOME ECONOMICS, including the Home Economics Research Institute:

Applied Art
Child Development
Family Environment
Food and Nutrition
Home Economics
Home Economics Education
Home Economics Journalism
Institution Management
Physical Education for Women
Textiles and Clothing

COLLEGE OF SCIENCES AND HUMANITIES, including the Sciences and Humanities Research Institute:

Anthropology
Bacteriology
Biochemistry
Biology
Biophysics
Botany
Chemistry
Computer Science
Distributed Studies
Earth Science
Economics
English
French
Geology
German
History
Industrial Administration
International Studies
Journalism and Mass Communications
Mathematics
Metallurgy
Meteorology
Music
Naval Science
Philosophy
Physical Education for Men
Physics
Political Science
Psychology
Russian
Sociology
Spanish
Speech
Statistics
Zoology

COLLEGE OF VETERINARY MEDICINE, including the Veterinary Medical Research Institute and the Veterinary Diagnostic Laboratory.

THE GRADUATE COLLEGE:

The Graduate College administers advanced study and degree programs in most fields of study offered by the University. Most of the graduate programs are research-oriented and lead to the degrees master of science, master of arts, and doctor of philosophy. In certain fields the degree master of arts and the degree master of science without thesis are also available.

For those persons interested in advanced study directed more particularly toward meeting voca-

tional or professional objectives, the degrees master of architecture, master of education, master of engineering, and master of landscape architecture are offered.

THE COLLEGE FACULTY

The college faculty is composed of all staff members in each college and those from other colleges who participate in its instruction. It meets once a quarter or more often on the call of the dean to act on educational matters within the province of the college. It approves and recommends candidates for undergraduate degrees to the General Faculty and determines its curricula, subject to review and approval by the General Faculty. Proposals involving budgetary changes must be submitted to the President.

Members of the academic staff include teachers, research and extension workers, and such professional persons as those who work in radio and television, in the Publications Office, in officer education programs, on outlying farms and branch stations. They are directly responsible to the heads or chairmen of their departments or sections, or to group supervisors.

Extension workers carry the benefits of research to the people of the state. In Agriculture and Home Economics the extension staff includes specialists, supervisors and administrative persons located at the University, with professional workers in area and county offices. County workers are joint employees of Iowa State University and the county extension councils. The county extension councils are established by law and are responsible for the determination and conduct of the Cooperative Extension program under provisions stated in a Memorandum of Understanding with the University and each county council.

In Engineering Extension, staff members located at the University bring to the people varied types of engineering knowledge through short courses, workshops and conferences held on the campus and throughout the state. To augment the regular staff, temporary short course instructors are often employed.

THE DEPARTMENT

The department is the basic administrative unit within the University. It includes staff members engaged in the teaching or investigation of any subject or subjects closely related to a particular branch of learning. When questions of overlapping or duplication of subject matter areas occur, the department may appeal to the dean for a ruling, or to the cabinet of the college, and subsequently, in extreme cases, to the Vice-President for Academic Affairs and the President.

THE DEPARTMENT HEAD OR CHAIRMAN

The Department Head or Chairman directs the work of the department, prepares and administers the departmental budget, recommends staff appointments, recommends leaves of absence, notifies the dean of staff resignations. He meets with the staff to explain and discuss educational policies, procedures and research. He has general supervision of the students in his department and is responsible for the submission of the course grades to the Student Records Office. The head of the department is responsible to the dean of the college. In a department where the administrative head is designated as the chairman, the chairman has the same responsibility.

Under the present system of filling vacancies when they occur at the department-head level, department members are asked if they prefer a head or a chairman. This expression of choice is advisory but not binding on the administration. Chairmanship of a department is for a fixed term, whereas headship implies continuous service in that position as long as the duties of the office are properly performed. The performance of both chairmen and heads is continually reviewed by responsible administrative officials.

THE CABINET OF THE COLLEGE

The cabinet is composed of the dean, the heads or chairmen of departments within a college, and such other administrative officers as the dean may appoint. It meets on the call of the dean to assist him with administrative and policy matters.

THE DEAN OF THE COLLEGE

The dean of the college is the chief administrative officer for the college, and is responsible to the President through the appropriate vice-

president. The dean recommends the appointment of heads or chairmen of departments to the President after consultation with the staffs involved, submits the departmental budgets to the President, supervises the registration and the progress of the students in his college, and represents the college on all official business. In Agriculture, the dean is also the director of the Agriculture and Home Economics Experiment Station. In Home Economics, the dean is also director of the Home Economics Research Institute. In Sciences and Humanities, the dean is the director of the Sciences and Humanities Research Institute. In Veterinary Medicine, the dean is the director of the Veterinary Medical Research Institute. The deans are appointed by the President with the approval of the Board of Regents.

University Extension is an administrative unit which includes the Cooperative Extension work in Agriculture and Home Economics, the Engineering Extension program, the Center for Industrial Research and Service, and the Extension Courses and Conferences program. Each of these units has a director responsible to the dean of University Extension, who is in turn responsible to the appropriate vice-presidents and the President.

COMMITTEES OF THE COLLEGE

College committees are appointed by the dean or elected by the college faculty to work with the curriculum, academic standards, student-faculty relations, instruction, staff orientation and staff welfare. These committees report at the meeting of the college faculty or to the dean.

THE DEAN OF THE GRADUATE COLLEGE

The Dean of the Graduate College is the executive officer of the Graduate Faculty. He is responsible to the President. Much of the work of the college is carried on by the Graduate Committee, the graduate subcommittees representing the biological, physical and social sciences, and such special committees as may be indicated.

THE GRADUATE FACULTY

The Graduate Faculty formulates rules governing admission, registration and classification of graduate students, and requirements for advanced degrees. It has charge of instruction and research at the graduate level. It passes upon and recommends to the General Faculty candidates for advanced degrees.

The Graduate Faculty consists of the President, Dean of the Graduate College and Vice-President for Research, Vice-President for Academic Affairs, deans of the six colleges, the Dean of Library Services, the Dean of Admissions and Records, heads of departments offering graduate work, and members of the General Faculty who are elected to membership in recognition of their accomplishments in their respective disciplines.

Membership on the Graduate Faculty: A staff member's own research is considered the most valuable indicator of his ability to direct the research of graduate students.

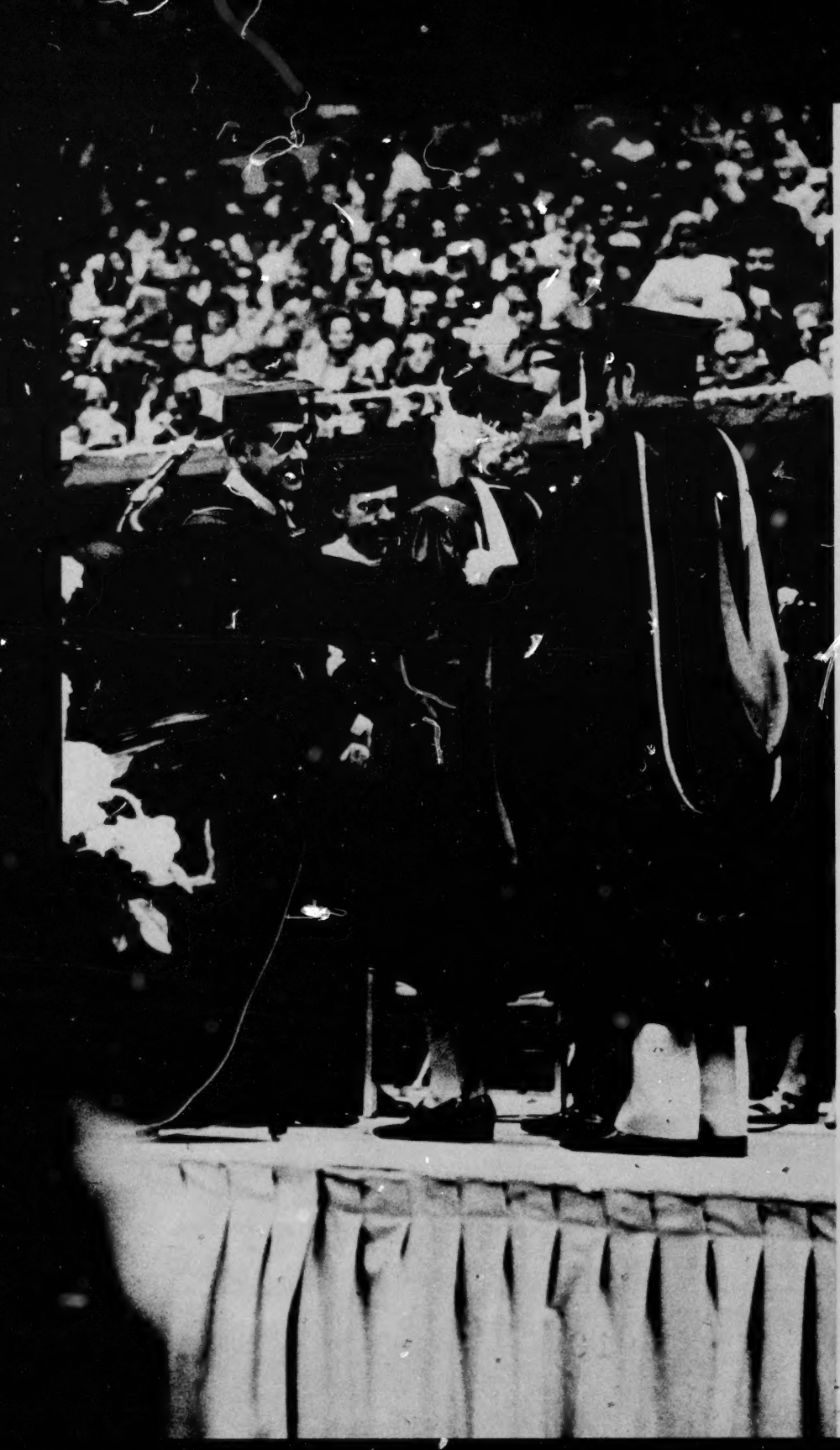
Recommendation for membership or associate membership on the Graduate Faculty is initiated by the head or chairman of the department and sent to the Dean of the Graduate College. In certain circumstances, recommendation for membership on the Graduate Faculty may be made for a prospective staff member before his appointment to the university staff.

Associate members teach graduate courses, serve on graduate committees and are authorized to direct the work of candidates for the master's degree. Members of the Graduate Faculty are authorized to participate in all of the functions of the Graduate Faculty including the direction of work for the doctoral degree.

Financial Support of Iowa State University

The total funds used by Iowa State University for the operation of all its activities come from six major sources: state appropriations; federal appropriations; student fees; sales and endowment income; gifts, grants, and contracts; and self-supporting enterprises.

Public appropriations support the instructional, research, and public service programs of the University. Additional information can be obtained from the office of the Vice-President for Business and Finance.



AS A MEMBER OF THE FACULTY
Policies-Responsibilities-Benefits

"On the character and ability of its faculty will the character and success of the Institution depend more than upon all other circumstances taken together. Buildings, cabinets, libraries and rich endowments will all be in vain, if the living agents, the professors, be not men of ripe attainment, fine culture, and eminent teaching powers."

The above statement was taken from the introductory statement of a report by the committee elected to organize the college which became Iowa State, and select a president and faculty to initiate the program. That statement has been accepted as axiomatic through every administration and generation at Iowa State.

Appointment to the Faculty

The head or chairman of a department or section usually initiates a proposed new appointment, often with the assistance of a staff committee.

New appointments are recommended on the basis of education, experience, competence in teaching and research, and recognition in the field.

The recommended appointments then must be approved by the dean of the college, by the Vice-President for Academic Affairs, by the President, and by the State Board of Regents before they become effective. Releases concerning such appointments are made only by the President, after the appointments have been approved in this way.

Tenure Policy

With the exception of temporary appointments for specifically limited time periods, all full-time appointments to the rank of instructor or higher will be of two kinds: (a) term appointments, and (b) appointments with continuous tenure. Normally the initial appointment at the instructor and assistant professor levels is a term appointment. An initial appointment at the associate professor or professor level may be either a term appointment or a continuous tenure appointment.

1. Term Appointments

Term (probationary) appointments may be for one year or for other stated periods, subject to renewal. However, no series of appointments shall exceed seven consecutive years of full-time service with the rank of instructor or higher in the profession. If a faculty member is called from another institution, it may be required that he or she serve in a probationary status for a period not to exceed four years, even though thereby his or her total probationary period in the academic profession is extended beyond seven years. Written notice that a term appointment is not to be renewed will be given to the faculty member in advance of the expiration of the appointment, according to the following minimum periods of notice: (1) not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or if a one-year appointment terminates during an academic year, at least three months in advance of its termination; (2) not later than December 15 of the second academic year of service, if the appointment expires at

the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination; (3) at least 12 months before the expiration of an appointment after two or more years at this institution.

2. Continuous Tenure Appointments

In addition to completion of the term (probationary) appointment period, promotion to the rank of associate professor normally carries with it a continuous tenure appointment. Until retirement of the faculty member, such an appointment is terminable by Iowa State University only for adequate cause. In the event of extraordinary financial crises notice of termination shall be given not less than twelve months prior to the effective date of termination.

If a member of the faculty desires to terminate an existing appointment at the end of the academic year, or to decline a renewal in the absence of notice of nonrenewal, he or she shall give notice in writing at the earliest opportunity but not later than April 15; but the faculty member may properly request a waiver of this requirement in case of hardship or in a situation where he or she would otherwise be denied substantial professional advancement.

Academic Freedom

All members of the faculty are entitled to academic freedom as defined in the *Statement of Principles on Academic Freedom and Tenure* formulated by the Association of American Colleges and the American Association of University Professors.

The pertinent provisions of this statement are as follows: (a) teachers (faculty members) are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; (b) teachers (faculty members) are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. . .; (c) college or university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline; but their special position in the community imposes special obligations. As men or women of learning and educational officers, they should remember that the public may judge their profession and institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, and should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokesmen.

It is the policy of Iowa State University to maintain and encourage an atmosphere of freedom in teaching, research and in publication of results. The University believes that creative scholarship can thrive only in an atmosphere where there is freedom for ideas. Such freedom includes the right to investigate problems in all fields of academic endeavor, to evaluate and question accepted theories, and to offer alternative solutions.

The protection of the prerogatives of academic freedom requires a conscientious, responsible staff. Specifically, each staff member should uphold the dignity of the University in all activities; set for students an example of integrity, tolerance, and decency; and maintain high standards of scholarship within his or her field.

As a citizen, a member of the faculty is expected to exercise full civic rights and to accept the responsibilities of good citizenship, with the awareness that his or her public conduct should not be a discredit to the University.

Administrative personnel who hold academic rank are subject to the foregoing regulations in their capacity as faculty members.

STATEMENT ON PROFESSIONAL ETHICS

I. Professors, guided by deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon men and women in the academic community. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end they each devote their energies to developing and improving their individual scholarly

competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

II. As teachers, professors encourage the free pursuit of learning in their students. They hold before each student the best scholarly standards of their disciplines. They demonstrate respect for the student as an individual, and adhere to their proper roles as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect the students' true merits. Professors respect the confidential nature of the relationship between instructor and student. They avoid any exploitation of a student for their private advantage, acknowledge significant assistance from any student, and protect the students' academic freedom.

III. As colleagues, professors have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas they show due respect for the opinions of others. They acknowledge each academic debt and strive to be objective in the professional judgment of colleagues. Each of them accepts a just share of faculty responsibilities for the governance of their institution.

IV. As members of their institution, professors seek above all to be effective teachers and scholars. Although they observe the stated regulations of the institution, provided these do not contravene academic freedom, they maintain the right to criticize and seek revision. Each professor determines the amount and character of work done outside the institution with due understanding that responsibilities within it are paramount. When considering the interruption or termination of service, professors recognize the effect of such decisions upon the program of the institution and give due notice of their intentions.

V. As members of the extramural community, professors have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their subjects, to their students, to their profession, and to their institution. When speaking or acting as a private person, each professor avoids creating the impression that he or she speaks or acts for the institution. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to promote further public understanding of academic freedom.

Equal Opportunity

For many years in the administration of its affairs Iowa State University has had an established policy against discrimination based on race, color, sex, religion, physical disability, or national origin. (See Appendix A, Human Relations.) This policy is followed in the selection of the faculty, the admission of students and the assignment of University-owned housing facilities.

The Committee on Human Relations assists the administration in sustaining the policy of equal opportunity within the scope of university operations. It also works with various students and faculty groups, and cooperates with appropriate agencies of the Ames city government. Established upon the recommendation of the Faculty Council, the Committee on Human Relations has eight faculty members and four student members, appointed by the President.

Any complaint or grievance concerning alleged discrimination on the basis of race, color, sex, creed, physical disability, or national origin should be made to the chairman of the University Human Relations Committee, which will investigate the complaint according to established procedures. If the charge is substantiated, the committee may recommend corrective measures to the President of the University.

The Affirmative Action Officer of the University is responsible for helping develop and implement Iowa State University's Affirmative Action Program.

The University Committee on Women makes recommendations to the Administration relative to affirmative action procedures and policies on behalf of women faculty members, staff members, and students.

Promotion in Academic Rank

The following statements have been prepared for the purpose of informing members of the faculty of the colleges and departments of Iowa State University concerning guidelines and procedures that are generally followed in recommending members of the faculty for promotion to higher academic rank, and in acquiring tenure. For the purposes of this document, definition of faculty is limited to those holding the rank of instructor, associate, assistant professor, associate professor, or professor.

During the winter quarter of each academic year, the department head appoints a Preliminary Screening Committee, consisting of the full professors with the head or chairman as the officer-in-charge. Faculty members of lesser rank may be included at the discretion of said officer. The committee would prepare a composite list of recommendations by priority by each academic rank. The officer-in-charge prepares a form (Recommendation for Promotion or Tenure Action) for each nominee for whom a majority affirmative vote is obtained and forwards it, with the composite list of recommended priorities, to the dean of the college for consideration.

The department head or chairman may forward a nomination form to the appropriate dean for any person irrespective of the action of the Preliminary Screening Committee.

Nomination forms are then transmitted by the deans of the colleges with their recommendations to the Vice President for Academic Affairs, who after consultation with the Dean of the Graduate College, when appropriate, makes his recommendations to the President of the University.

The above procedure applies to all faculty promotions. A member of the faculty who is enrolled as a graduate student may, upon receipt of the Ph.D. degree, be considered for promotion at the discretion of the Vice President for Academic Affairs.

The Recommendation for Promotion form contains the following items: name and age of nominee, date and rank of initial appointment, dates and ranks of promotions, proposed rank, academic record, prior experience, teaching and advising assignments and evaluation of performance, research responsibilities and/or achievements, extension assignments and evaluation of performance, scholarly work in progress, publications, administrative and committee responsibilities, other pertinent activities (membership and positions held in professional societies, consultation, committee and public service, etc.), prospects for future development, comments by department head, recommendation by department head, and votes of Preliminary Screening Committee.

SPECIFICATIONS FOR PROMOTION

Faculty members, to be considered for promotion, must excel in at least one of the following areas: (1) teaching, (2) research or scholarship, or (3) extension or service. In every case they have a strong sense of professional ethics and recognize that their conduct and professional activities affect the University.

1. Excellence in Teaching

Teaching at Iowa State University refers to the broad area of student-faculty interaction for educational purposes. Staff members who excel in teaching are persons who guide and inspire students, and their effectiveness extends beyond mere popularity with students.

They keep informed about new developments in their specialties and related fields. They are true scholars who strive continuously to broaden and deepen their knowledge and understanding.

They continually contribute to improving the methods of teaching their subjects. They make their influence as teachers felt beyond the local scene through publications, lectures, and other appropriate activities. They are active in their technical, professional or scholarly societies. They prepare notes, textbooks, and/or other educational materials that are up to date, well written from a pedagogical standpoint, and are recognized by their colleagues and peers as worthwhile contributions to their discipline.

2. Excellence as a Researcher, Scholar or Artist

Faculty members who excel in the field of research, scholarship or artistic activities are first of all creative. They carry on creative work appropriate to their area of specialization and disseminate the results of such activity. What-

ever the primary motive for their creative activity, the activity should have a positive impact on their teaching.

3. Excellence in Extension and Service

Faculty members whose primary contributions to Iowa State University are in the field of extension or service may excel in any one or combination of the following: extension teaching, institutional service, public service, or professional service. They may achieve excellence by displaying leadership concerning academic and other university affairs or through the counseling of students in academic matters and personal problems. They may participate broadly in continuing education programs on or off the campus by teaching in graduate, undergraduate, or noncredit courses. They may make outstanding public service contributions by helping to implement the land-grant service concept of the University in such areas as community development, extension teaching, and other types of field services. They may make contributions to the University as officers of their professional, technical, or scholarly societies at the state and national level. They conduct themselves at all times as public-spirited citizens and, when asked to serve, give of their time and energy as members of various governmental committees and advisory boards.

CRITERIA FOR PROMOTION

The following general criteria for promotion are intended to constitute a minimum standard for the total University and do not preclude the establishment of additional criteria where appropriate:

1. Assistant Professor

Promotion to an assistant professorship is usually based upon potential. However, the candidate should have a strong academic record and, in most cases, should have completed a doctoral program. There should be a clear indication that the individual has the aptitudes of a successful teacher and will grow in professional stature and eventually qualify for the rank of associate professor.

2. Associate Professor

Promotion to the associate professor rank is based upon actual performance as well as future potential. Above all, the individual should still be growing professionally. The associate professorship is a high academic rank, and promotion to this rank, in and of itself, carries no assurance of further promotion.

3. Professor

Promotion to full professorship requires that the individual is recognized by professional peers as an authority in his or her field of specialization, and recognized by associates and students as a capable teacher and scholar.

It is also expected that he or she will have made important and recognized contributions in at least one of the areas of research, public and professional service, or administrative service to the University. Where the activities involve research and service to the professional societies on a state and national level, it is expected that he or she will be known in national educational professional circles and recognized in such groups as a leader. Where activities, in addition to outstanding teaching, are primarily in the field of service and administration, it is expected that he or she will be recognized on the Iowa State University campus for outstanding contributions to the educational program of the University.

EVALUATION OF A FACULTY MEMBER

Faculty members, including departmental administrators, are periodically reviewed, subject to the following considerations:

a. A review for performance appraisal and development, which may serve as a basis for determining merit salary increases, should be conducted each year.

b. The review will be conducted by the administrative officer of the department, section or college. In departments with a large faculty, it may be desirable for the department officer to select several persons from each rank or select a group from each discipline to aid in this evaluation.

c. Following this appraisal, departmental and college officers are encouraged to discuss results of the performance ratings with each staff member, thus providing an opportunity for exchange of ideas that would be of benefit to the individual department and/or college.

DISTINGUISHED PROFESSORSHIP

The Distinguished Professor distinction is awarded for exemplary teaching, research and service of extraordinary benefit to Iowa State University, its students, its faculty, and the citizens of Iowa.

Nominees should hold the rank of professor, should have served for five years on the Iowa State University faculty, and, except in unusual circumstances, should be under 60 years of age. Contributions to resident or extension teaching are given special consideration for eligibility.

Nomination committees of three or more persons are appointed by the dean of each college. Each committee receives nominations from the faculty and recommends three or more nominees to the dean, who then submits his or her recommendation to the Vice-President for Academic Affairs. The final selection of distinguished professors is made by the President and the Vice-President for Academic Affairs.

Improvement Programs

STUDY OPPORTUNITIES

The Graduate Faculty does not encourage graduate study as an added load for staff members employed full time. However, the regulations permit instructors and associates or junior scientists on full-time employment to carry a maximum of 5 credits of graduate work each quarter if the head or chairman of the department approves and if the studies do not interfere with other duties. This privilege may be extended to assistant professors upon special approval of the college dean concerned, the Graduate Dean and Vice-President for Academic Affairs. Staff members with the rank of professor or associate professor may not become candidates for a degree from this institution.

VISITING CLASSES

Faculty members who wish to visit university classes informally on a no-credit basis rather than enroll as auditors, should confer with the teacher in charge.

FACULTY IMPROVEMENT LEAVE PROGRAM

All full-time members of the faculty are eligible to apply for faculty improvement leaves. These are designed to encourage professional growth and increased competence which will improve Iowa State University. During the leave of absence, the faculty member may engage in specific research, creative work, or some other program of study for which adequate time is not provided in terms of present employment.

Requests for leave should include a description of the proposed work and the applicant's qualifications for the task. In early October the applicant submits his or her request for leave to a departmental review committee, which sends the request with its priority rating to the Faculty Improvement Leave committee of the staff member's college. The request is then forwarded to the University Committee, which presents its recommendations to the President. Announcement of leaves granted will be made at the beginning of spring quarter.

A staff member who is granted a leave may have up to one or two quarters of the year with no reduction in salary, or three quarters at two-thirds of his budgeted salary, B base; two-thirds of nine-elevenths of budgeted salary, A base. If he or she is on A base he or she may have a full year's leave at one-half of his or her salary. University contributions to regular retirement, group insurance, and social security, continue, where applicable, for the duration of the leave.

One of the conditions of the leave, as specified by state law, is that the staff member shall return to the University for a period of at least two years or repay the state of Iowa the compensation he or she has received. Specific information about the Faculty Improvement Leave Program may be obtained in each department or college office.

Salary Policies and Procedures

POLICY

Salary increases are on a merit basis and reflect increased proficiency in teaching, research, extension, or general university service. Within the limits of budgetary resources every effort is

made to maintain staff salaries at a level competitive with those of similar universities throughout the country.

MERIT INCREASES

As a rule, within the limits of the budget, it is the policy of the administration to recognize individual achievement as a basis for salary increases. The work of an individual is measured by teaching competence and creativity; by effective assistance to students in worthwhile activities outside the classroom; by administrative and committee work to facilitate or improve the work of the University as a whole; by the writing of professional papers, articles or textbooks; by activity in professional societies; by representing the University as lecturer or discussion leader; by outstanding service among individuals and groups off campus; and by productive research for immediate or ultimate public benefit. It is not easy to judge each person on a merit basis, but those responsible for recommendations make an effort to evaluate the person and his or her work as accurately as possible.

PROMOTION AND SALARY INCREASE

The general procedure for initiating recommendations for promotion or salary increase for a staff member starts with the head or chairman of a department or with officers in charge of the work concerned. In some departments, committees assist the departmental executive in the evaluation. The recommendation is then submitted in turn for approval to the dean of the college, the Vice-President for Academic Affairs, the President and the Board of Regents. Promotions are not formally announced until this final confirmation.

The Salary Check

GETTING ON THE PAYROLL

All new university employees or those returning after an absence are required to visit the Personnel Office not later than their first day of employment to arrange details regarding their benefits and to become acquainted with payroll procedures. This office administers the university program of employee benefits for both academic and nonacademic staffs: TIAA/CREF, Social Security, state retirement, group life insurance, long-term disability, hospital and surgical insurance, workmen's compensation and similar benefits. The Personnel Office is in Room 16, Beardshear Hall.

No payroll checks can be issued without the following information:

Social security number, withholding exemption certificate, personnel data sheet, residence address and phone, bank order authorization, campus location and phone, group life and disability insurance application, Teachers Insurance and Annuity Association application (TIAA), enrollment in the Iowa Public Employee's Retirement System (IPERS); and, if desired, group hospitalization application, and withholding authorization for savings bond purchase.

If there is a change of name, or a change in number of dependents, the employee must report to the Personnel Office to make necessary changes in the records. *Deaths of staff members should be immediately reported by the department head or chairman to the Personnel Office, the Office of the Vice-President for Academic Affairs, and the Office of the President.*

CLASSIFICATION FOR THE PAYROLL

The staff of Iowa State University is classified according to the period of employment and the nature of the work. The A basis refers to a 12-month period; the B basis means employment for the 9-month period of the regular academic year; the C basis is assigned to graduate assistants and fellows who may be appointed for various periods; the E basis designates the nonacademic staff, clerical and service employees appointed on a monthly basis. The H basis designates nonacademic staff appointed on an hourly basis. The H-base employees are entitled to the same benefits as the E-base employees. Checks are issued the last working day of each month for A, B, C and E. H-base employees are paid twice each month.

C-base employees are classified as "students" for the following: exemption from the Iowa Public Employee Retirement tax; eligibility for "student" rental rates in university-owned housing; appli-

cation of traffic and parking regulations. C-base employees are paid at the end of each month during their term of service. Instructors and associates, full or part time, will be classified as A- or B-base and will be regarded as employees subject to the Iowa Public Employees Retirement System (IPERS) tax, "staff" rental rates for housing and staff privileges as to parking permits.

THE EARNINGS STATEMENT

Explanation of the Earnings Statement

1. Employee's Name and Address to Which Check Is Mailed

   On the earnings statement of checks mailed to an Ames bank (Sample A) - (a) the home address of employee, (b) the bank to which his check is deposited and (c) his bank account number.

2. Employee's Social Security Number

3. Date

   The check is issued the last working day of the month and includes pay due through that date. The exception is H-base employees, who are paid twice a month. Checks are issued the 15th and last working days of the month. Pay due for the first half of the month is paid the last working day of the month; pay due for the last half of the month is paid the 15th (or last working day prior to the 15th) of the following month.

4. Gross Pay

   The gross salary is subject to federal and state income withholding. It *will not* be the same as the budgeted gross salary if the individual has elected the option to reduce from his budgeted gross the amount of his TIAA deduction. This amount is indicated directly below under monthly reduction for TIAA. Adding these two together equals the budgeted gross.

5. Monthly Reduction for TIAA

   The amount of the individual's TIAA deduction if he or she has elected the option to reduce this from his or her budgeted gross. If he or she is on this option, the TIAA deduction will not appear in Box 8.

6. Federal Withholding Tax

   The amount withheld for federal income taxes.

7. Federal Insurance Contributions Act (Social Security)

   The deduction for social security taxes. (The social security deduction is calculated on the individual's budgeted gross—the total of Boxes 4 and 5.)

8. IPERS or TIAA

   The deductions for retirement plans. An individual's deduction for TIAA will appear in this box if he or she does not elect the option to reduce the salary by the amount of the TIAA contribution. If the individual does not elect to participate in TIAA, his or her deduction for the Iowa Public Employees' Retirement System (IPERS) will appear here.

9. State Withholding Tax

   The amount withheld for state income taxes for the State of Iowa.

10. Life Insurance

    The amount withheld for Group Life and Disability Insurance.

11. Hospital Insurance

    The amount withheld for Group Hospital and Surgical Insurance.

12. Other

    Miscellaneous deductions such as the Credit Union, U.S. Savings Bonds, Salary Deferment Program, etc.

13. Amount Deposited (Sample A) or Net Pay (Sample B)

    The net pay after all deductions.

14, 15, 16, 17 and 18.
Year-to-Date Figures

The total amount of gross pay and deductions from January 1 of the current calendar year, including the amounts on the current earning statement.

SAMPLE A

EMPLOYEE'S RECORD

IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY

FOUNDED IN 1858

DEPOSIT SLIP AND EARNINGS STATEMENT

This deposit is subject to any withdrawal demanded by the Iowa State University due to any overpayment or error. All items are credited subject to payment under conditions stated on the regular deposit slip of the bank.

FOR THE ACCOUNT OF	DEPOSITED WITH		
	1.(b)		
1.(a)	BK. ACCT. NO.	SOCIAL SECURITY NO.	DATE
	1.(c)	2.	3.

GROSS PAY	F.W.H. TAX	F.I.C.A.	I.P.E.R.S./ANN	S.W.H. TAX	LIFE INS.	HOSP. INS.	OTHER	AMOUNT DEPOSITED
4.	6.	7.	8.	9.	10.	11.	12.	13.

NO. RED. T.I.A.A.	YEAR TO DATE →	GROSS PAY	F.W.H. TAX	F.I.C.A.	I.P.E.R.S.	S.W.H. TAX	
5.		14.	15.	16.	17.	18.	

IF ADDRESS IS INCORRECT, NOTIFY PERSONNEL OFFICE, BEARDSHEAR HALL, IN WRITING

Earnings statement of individual's check going to an Ames bank.

DETACH AND KEEP AS YOUR PERMANENT RECORD

IOWA STATE UNIVERSITY AMES, IOWA
EARNINGS STATEMENT

No. 5

SAMPLE B

	SOCIAL SECURITY NO.	DATE
1.	2.	3.

4. GROSS PAY	6. F.W.H. TAX	7. F.I.C.A.	8. I.P.E.R.S. / ANN	9. S.W.H. TAX	10. LIFE INS.	11. HOSP. INS.	12. OTHER	13. NET PAY

5. MON. SAL. RED. T.I.A.A.	YEAR TO → DATE	14. GROSS PAY	15. F.W.H. TAX	16. F.I.C.A.	17. I.P.E.R.S.	18. S.W.H. TAX	

ADDRESS CORRECT? If Not, Notify Personnel Office, Beardshear Hall, In Writing Stating Correct Mailing Address. Insure Prompt Receipt of Your Check

THIS IS NOT A CHECK

IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY

Earnings statement attached to all other regular checks.

BENEFITS

The Earnings Statement attached to the salary check or sent by the bank of one's choice serves as a check stub. From gross to net looks like a long row of painful subtractions. For the Accounting office, it undoubtedly is; but for the staff member these deductions mean benefits—some represent additional contributions by the University. They mean payment of hospital expenses during illness, disability income, income in old age, and financial support for survivors.

Insurance

Life Insurance premiums are deducted for term insurance with the Bankers Life Company of Des Moines, Iowa. Participation is required, with certain exceptions, for eligible employees between the ages of 18 and 70, who receive a salary of $1,800 or more a year. The staff member pays approximately one-third of the premium, and the University pays two-thirds. Rates vary according to salary, with coverage to age 60 from $7,000 to $70,000. Amount of insurance decreases after age 60 at the rate of 5 percent per year. If the staff member is on the B basis (9-month appointment), the necessary amount will be deducted from the last pay check to give protection for the time off duty. The policy can be converted at age 70 or when employment terminates, without taking a medical examination. There is triple indemnity coverage for accidental death.

Ames Laboratory employees have a deduction for group life insurance underwritten by the Travelers Insurance Company. Employees pay approximately one-third of the premium; Ames Laboratory pays the balance. The amount of coverage is determined by the total salary paid by the Ames Laboratory.

Federal Life Insurance is optional and available only to staff members on cooperative federal appointment. The staff member pays two-thirds of the premium, the federal government one-third. For details concerning death benefits, see "Group Life Insurance for Federal Civilian Employees," U.S. Civil Service Commission, Washington, D.C., or consult the Agricultural and Home Economics Extension Office.

Hospital and Surgical Insurance is the group insurance plan carried with Bankers Life of Des Moines. The program provides a maximum of 365 days of hospital care per case and a surgical schedule to a maximum of $1,000 depending on the severity of the surgical procedures. In addition to the basic coverage after a $100 deductible amount has been satisfied by the insured, Major Medical coverage is provided to a maximum of $50,000. The carrier provides full claims service at 111 Lynn Avenue, Ames.

Iowa State University participates in the premium cost of this program. Participation is optional for all regular employees of the University who receive $150 per month or more. Those who desire this coverage are required to make application within 30 days of becoming eligible. Staff members on B basis, enrolled in the program, have 4 months' premiums deducted from their May salary check in order to provide protection through the summer months. Insurance rates are subject to change once each year.

Long-Term Total Disability provides coverage for those employees who are unable to perform their duties because of health conditions. This program provides income in the amount of 75 percent of the first $1,000 of monthly salary and 60 percent of any additional monthly salary. If necessary the program continues to July 1 following the 70th birth date. During a spell of disability all fringe benefits are continued under waiver provisions at the level when the disability occurred. This includes the TIAA/CREF program.

The University contributes approximately two-thirds of the cost toward this coverage.

Workmen's Compensation

All eligible university employees are covered by the Iowa Workmen's Compensation Act, which gives accident protection to the employee on official duty. The employee makes no payment for these coverages. All cooperative extension employees on federal appointment are automatically covered by the benefits on the U.S. Employees' Compensation Act to the extent that the state Workmen's Compensation does not take care of the total expense as provided by the federal statutes. The employee pays no premium for this coverage.

All accidents and injuries sustained by employees of the University in line of duty should be reported immediately to the Personnel Office, and where possible, the injured employee should report to the University Hospital. Report forms, available in department offices, are sent to the Personnel Office for processing.

Bankers Life Company of Des Moines will not pay claims for accidents in which the employee is eligible for Workmen's Compensation. In case of accident or injury treated, the employee should advise the desk attendant where service is rendered that the case is a Workmen's Compensation claim.

TAXES

The Federal Withholding Tax is required in accordance with government regulations. The amount withheld is determined by the monthly salary and the number of exemptions claimed on the Employee's Withholding Exemption Certificate, Form W-4. Each employee is mailed his or her annual withholding statement, Form W-2, early in January. Specific information regarding the paycheck and benefits is available in the Personnel Office, Room 16, Beardshear Hall. *Iowa State Income Tax deductions,* made monthly from earnings of employees, are compulsory for all employees.

RETIREMENT INCOME

Federal Social Security premium deductions are required for all except those on a cooperative federal appointment. For detailed information about benefits, which include retirement and disability payments, and survivor benefits, see "Your Social Security" an explanatory pamphlet, obtained from the district Social Security Office, Des Moines, Iowa, or from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (price 10 cents), or contact the Personnel Office.

IOWA STATE RETIREMENT (IPERS)

Iowa State Retirement (IPERS) deductions are required except for those enrolled in the Teachers Insurance and Annuity Association (TIAA) or on cooperative federal appointment. The staff member contributes 3½ percent of the first $7,800 until a total of $273 is collected. This contribution is matched by the University so that the sum in the employee's account with the program is double that of his own outlay. If an employee leaves public employment in Iowa, he can secure a refund of all the money he has paid into the fund. For detailed information about monthly retirement income and survivor benefits, see the "Revised Handbook on Iowa Public Employee's Retirement System," available at the Personnel Office or at the Iowa Employment Security Commission, Des Moines, Iowa.

TIAA AND CREF

The retirement contract with the *Teachers Insurance and Annuity Association of America* (TIAA) is optional. Staff members working under the cooperative federal extension service are not eligible for TIAA (unless their appointment is state controlled). Eligibility is defined as any employee whose budgeted salary is $7,800 or more per year. Temporary appointments such as visiting professors, lecturers, and others are not eligible for participation. Contribution of premiums is as follows: 3 1/3 percent by employee and 6 2/3 percent by Iowa State, 10 percent total of the first $4,800 of salary and 5 percent by employee plus 10 percent by Iowa State, 15 percent total on any salary above $4,800. The individual may choose to apply one-fourth, one-half, three-fourths, or 100 percent of his or her total premiums to CREF (College Retirement Equity Fund), a subsidiary of TIAA, for investment in common stock equities. Premiums credited to CREF purchase "annuity units" and not fixed dollar annuities as in TIAA. The value of CREF units may fluctuate with general economic conditions, since common stocks are its major assets.

The employees own their TIAA-CREF contracts, and if they change positions, they retain the contributions of the University as well as their own. In this event, they may continue their contract by making all or part of the premium payments, or they may discontinue payments without sacrificing any rights or benefits already purchased. Many other colleges and universities have adopted TIAA, and in the event employees accept positions in one of those institutions, they simply transfer their contracts and continue payments under the plan of their new institution.

If a staff member is granted a leave without pay, the University's contribution toward annuity premiums will be discontinued for the period. However, the employee should make arrangements to keep his or her program active by making payments directly to the ISU Personnel Office, 16 Beardshear. The amount paid can be adjusted. Life and survivor benefits depend on the salary and total number of premiums paid. Iowa law requires faculty participation in IPERS or TIAA. See "Faculty Improvement Leave" for arrangements under this provision.

The U.S. Civil Service Retirement Program is required for all staff members on cooperative federal appointment. The premium is 7 percent of the salary (from all sources). For retirement and death benefits, based on length of service and the "high five" average salary years, see "Your Civil Service Retirement System," Pamphlet 18, available through the Superintendent of Documents, U.S. Civil Service Commission, Washington, D.C., price 20 cents, or the Agricultural and Home Economics Extension Office.

Travel Regulations

Travel. All absences from the campus during periods of regular employment, whether at university or private expense, require administrative approval. For those whose regular duties normally require in-state travel, the usual procedures requiring a department head's or chairman's approval on travel vouchers will ordinarily constitute evidence of necessary administrative approval. For those whose regular duties do not normally require in-state travel, requests must be approved by the department head or chairman, and the dean and/or director. Requests should be in the office of the dean or director at least 5 days before the expected departure time.

All out-of-state travel during periods of regular employment require final authorization from the office of the Vice-President for Academic Affairs; requests are due in that office at least 5 days before the expected departure time.

Staff members who expect to engage in projects in another country should secure official administrative approval before they make their plans. Travel authorization then should be secured at least 30 days before departure is planned.

Staff members who plan to leave the campus during a period of regular employment should study the travel regulations on file in each departmental office. These regulations indicate the specific procedures to follow.

Professional meetings and expenses. The practice of paying expenses for attendance at professional meetings varies among the colleges according to needs and available funds. Staff members should consult the head or chairman of their department.

Expenses on university business. Travel vouchers will be paid when the necessary approvals have been secured. Travel ticket stubs must be attached to travel vouchers, as must hotel receipts and receipts for any unusual expenditure. Travel vouchers should be submitted to the Accounting Office for reimbursement. All reimbursement for air travel will be made at the rate of coach fare for the trip. State appropriated funds may not be used to reimburse travel outside the continental United States. For more details consult the *Office Procedure Guide.*

Information concerning university cars for official use is available at the University Car Pool.

Leave Policies

VACATIONS

The legal holidays during the year are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas. Three additional days are given at the discretion of the President and the Administrative Board.

Vacation schedules vary according to the basis of the individual appointment. B-base employees, employed from Sept. 1 to June 1, are entitled to vacations with pay during the academic year to the extent of the official holidays or vacation periods of the students. They are, however, expected to be on duty during Veishea, for the period following September 1, and preceding June 1 (except for official holidays). The details of the A-, B- and C-base schedules are given in *The Office Procedure Guide.*

SICK LEAVE

Academic staff members on a 12 months' basis may be granted up to a maximum of 30 working days a year, with unused sick leave accumulative for 3 consecutive years (90 days maximum). Members of the academic staff on a 9 months' basis are granted 22 1/2 working days per year, with unused sick leave accumulative for 4 consecutive years (90 working days maximum).

LEAVE OF ABSENCE

A member of the staff may be granted a leave of absence without pay for study or research

or similar professional activity. The leave is recommended by the head or chairman, the dean, the Vice-President for Academic Affairs, and the President, and is approved by the Board of Regents. The granting of leaves depends on the nature of the opportunity and the availability of qualified substitutes.

MATERNITY LEAVE

The time during which an employee is unable to work because of a disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom will be treated as sick leave. If an employee's accumulated sick leave is insufficient to cover the period of disability, she will, at her request, be granted a leave of absence without pay for the duration of that period. Any request for absence which is beyond the period of disability will be considered as leave of absence without pay or as vacation.

MILITARY LEAVE

Any member of the staff inducted into extended active duty in the military services will be granted a leave of absence and will suffer no loss of pay from the University for 30 calendar days. Members of the Army, Navy, Air Force, Marine Reserve or National Guard may be granted an annual military leave for purposes of fulfilling reserve program requirements, with no loss of pay for the first 30 days of such leave. Teaching assistants and B-base personnel should schedule annual military leave during the summer months, when they are not on University duty.

Resignation

A staff member who wishes to resign should submit his or her resignation as early as possible to allow time for a replacement to be secured and for the mechanics of severance. Normally, this should be a period of not less than 90 days. Official resignation blanks must be filled out and a settlement card secured. Detailed information about the resignation procedure may be secured from the head or chairman of the department or section as well as the Personnel Office.

Retirement

Present retirement policy provides for the relieving of staff members from major administrative positions at age 65. At the end of the fiscal year during which an academic staff member becomes 65 years of age, he or she transfers to B basis employment. At the end of the academic year during which the staff member reaches 70, his or her employment ceases. Staff members who find it necessary or desirable may retire at any time before 70 and start receiving their annuity payments at such a time. Those who were members of the academic staff prior to July 1, 1944, and over 39 years of age at that time, and who have been in continuous employment status since, may continue in the employment of the University after age 70 at a reduced load and salary if their TIAA benefits are below a fixed minimum. Details as they pertain to individuals may be learned at the Personnel Office.

Emeritus Policy

Deans and directors retiring from administrative duties are assigned professorships in appropriate departments and the deans given the title dean emeritus; their salaries are fixed on a 9 months' basis in line with the general level of salaries of department heads or chairmen figured on a 9 months' basis.

Upon recommendation of a committee of deans, full professors who have records of meritorious service may be designated by the President, with approval of the Board of Regents, as professors emeritus upon their separation from the University. Ordinarily this action would be considered when professors reach age 70, but under special circumstances, action could be considered at an earlier age.

Faculty Dismissal Procedures

The procedure described here is one for determining whether or not dismissal action against a faculty member is warranted, and to develop a mechanism involving the faculty in an advisory capacity. Dismissal is defined as severance from

a position before expiration of the stated term of office. For the purposes of this document, definition of faculty is limited to those holding the rank of instructor, associate, assistant professor, associate professor, or professor.

Causes for dismissal consist of conduct seriously prejudicial to the University through deliberate infraction of law or commonly accepted moral standards, through neglect of duty, inefficiency or incompetency. The Board of Regents reserves the power to dismiss a member of the staff for other causes, but this power is exercised only under exceptional circumstances and then only for conduct which is clearly prejudicial to the best interests of the University.

The following procedure is adopted for the handling of cases in which the issue is whether a faculty member should be dismissed from employment. It is a dismissal procedure; it is not a grievance procedure (see Faculty Handbook section, "Independent Appeal Channel"), which is to say that failure to grant promotions, leaves of absence, salary increases, or renewals of term appointments is not a basis for invoking this procedure. It is intended to serve the best interests of and to be fair to the individual concerned and the University. The procedure recognizes the statutory power of the State Board of Regents to employ and to dismiss members of the faculty of the Regents institutions. (Iowa Code Section 262.9(2) (1958).)

When an administrative officer of the University believes that there is sufficient cause for discharge of a faculty member who has tenure, or whose term of appointment has not expired, no formal dismissal action shall occur until the faculty member has been given benefit of the appropriate procedure steps outlined below.

1. Prehearing Settlement

Every effort shall be made to settle the issue of dismissal through discussion. That is, before further proceedings are undertaken, conscientious attempts shall be made to resolve the issue in conversations between the staff member concerned and his or her departmental executive officer or dean. If this alternative fails, there shall be a conference of the faculty member, the dean or head of the department, and a representative of the President. The faculty member shall have the privilege of bringing a colleague of his or her own choosing to this conference.

2. Preliminary Investigation

If the issue cannot be resolved through discussion, the President shall request the University Faculty Council to appoint a committee of three faculty members to determine the validity and seriousness of the grounds for dismissal and to determine if in their opinion further proceedings are justified. If in its written report to the President the committee recommends such proceedings, or if the President, regardless of the committee's recommendations, believes it to be in the best interest of the University to pursue the issue, formal proceedings shall begin. If the issue is pursued, a formal statement of the grounds shall be transmitted in writing to the faculty member. In the event that neither the committee nor the President finds cause for implementing formal proceedings, the charges will be deemed not serious enough to warrant dismissal and the faculty member's standing will be removed from jeopardy.

3. Written Statements

The next step in proceedings shall begin after the President has prepared a written set of specifications outlining, with reasonable particularity, the grounds for proposed dismissal and stating as fully as may be the facts relied on for dismissal and names of witnesses to these facts, together with reference to the rules or regulations allegedly broken. In addition, the specifications shall outline in detail the procedure to be followed and shall inform the faculty member concerning his or her procedural rights. He or she shall be given a period of 30 days in which to prepare a reply; should the faculty member request additional time, and the hearing committee deem the request just, the time period may be extended. If they choose, faculty members may waive their right to a formal hearing, and allow a written statement to constitute their defense.

4. The Hearing Committee

After the President sends formal charges to the faculty member concerned, the President shall inform the chairman of the University Faculty Council, and that body shall select a group of 11 faculty members as nominees for the hearing committee. All members of the college faculties as defined in Section 8 of the Basic Document of the Faculty Council, other than those with the title of President, Vice President, Dean, Director, Associate Vice President, Associate Dean, Associate Director, Assistant Vice President, Assistant

Dean, or Assistant Director are eligible for appointment to this committee. The President and faculty member each have the option of two peremptory challenges from the list selected by the Council (the committee membership may vary from 7 to 11 members). No member of the hearing committee shall be chosen from the preliminary committee of three. In addition, no member of the hearing committee shall be junior in rank to the faculty member whose dismissal is proposed and, except in unusual circumstances, no member of the accused's department shall serve on this committee. The committee shall elect its own chairman.

5. The Hearing

Initially, the hearing committee shall consider the formal charges and the faculty member's reply. If the faculty member has waived his or her right to a formal hearing, the committee shall decide on the basis of available information whether or not dismissal is warranted. If a hearing is not waived, as early a date as is practicable should be set. Hearings will be closed.

In case the facts are in dispute, the committee shall determine the order of proof, rules of evidence and hearing procedure. The burden of proof shall be on the administration, as the moving party. The President, or representative of the President, shall be allowed to attend throughout the hearing and to assist in developing the case. However, the committee should normally conduct the questioning of witnesses and may request such additional evidence as the case seems to require. The accused shall have the right to counsel, whose functions in developing the case parallel those of the President or the President's representative. The administration and the accused shall have the right within reasonable limits to question orally all witnesses appearing before the committee. While formal rules of evidence and court procedure are not necessary, the accused shall have the right to confront adverse witnesses.

All evidence shall be duly recorded.

After the evidence is presented, the parties shall be allowed a reasonable time to sum up and make oral argument; the committee may require written briefs. When the committee is satisfied that each side has had a complete hearing, it shall retire in private to make its findings of fact and its recommendations.

The hearing committee shall make explicit findings on each of the formal charges presented and shall give reasons for each finding. The faculty member and the President shall immediately be given a copy of the findings of fact and recommendations, together with a transcript of the record if requested. No publicity shall be disseminated about the hearing or about the committee's actions until the hearing has been completed; then only the President will make the formal announcement of the committee's findings and recommendations.

6. The Regents Decision

Since the Board of Regents has final power in matters of dismissal, it may choose to review the case. Until the final decision upon termination of an appointment has been reached, the faculty member may be suspended, with pay. If the appointment is terminated, the faculty member will receive salary for the period of notice to which he or she is entitled. This provision for terminal notice or salary does not apply in the event that there has been a finding that the conduct which justified dismissal involved moral turpitude.

Termination Because of Financial Emergency

If a tenure appointment is terminated because of a financial emergency, the released faculty member's position will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment and has declined or failed to reply to the offer in writing not later than 30 days after confirmed receipt of such offer.

Guidelines Concerning Termination of Appointment as Graduate Assistant

The procedure for early termination of appointment, as well as the Regents' rules of personal conduct and the grievance procedure, are described in the *Graduate Student Handbook*. Copies of this are available from the Graduate Office.

Independent Appeal Channel

Faculty members who believe they have been treated unfairly with respect to salary, promotion, tenure, academic concerns, or other matters re-

lated to employment may have their cases reviewed through the procedures which have been developed by the Faculty Council and approved by the administration. Faculty members as individuals or as groups may employ one or more of the appeal procedures described below. For the purposes of this document, definition of faculty is limited to those holding the rank of instructor, associate, assistant professor, associate professor, or professor. In unusual circumstances adjustments may be made in the time schedule indicated in the appeal procedures. Such changes must be made by mutual agreement of the parties concerned.

I. Appeal through Administrative Channels:

Any faculty member may present a grievance orally or in writing to his or her administrative superiors: the departmental administrative officer, the dean, the Vice-President for Academic Affairs, the President, and the State Board of Regents. If a faculty member has presented a grievance in writing, he or she may request a written response to the grievance at that stage, such response to be rendered within 10 working days if possible, and in all cases within 20 working days. The faculty member may terminate the appeal at any stage.

II. Appeal through Faculty Appeal Committee:

A. The Faculty Appeal Committee has been established by the Faculty Council to consider the grievances of faculty members. This committee, composed of ten faculty members other than departmental, college, or university administrative officers, is elected for three-year terms, staggered to provide continuity. It is composed of one member elected from each undergraduate college and four members elected at large. Of the members elected at large, one shall be a professor, one shall be an associate professor, one shall be an assistant professor, and one shall be an instructor or associate. The elections shall be conducted by the Elections Committee of the Faculty Council. One member of the Faculty Appeal Committee shall be designated by the committee as chairperson. The committee shall have such other officers as it may determine. No member of the Faculty Appeal Committee shall vote on or participate in the investigation of a grievance in which he or she is or has been directly or indirectly involved. The committee shall develop other rules of procedure which shall be a matter of public record and shall be made available to any faculty member upon request. Rules of procedure shall become effective upon approval by majority vote of the Faculty Council at a meeting at which a quorum is present.

B. The Faculty Appeal Committee considers grievances at the request of any member of the faculty. The steps to be followed are:

1. The faculty member shall confer with the chairperson of the Faculty Appeal Committee, who shall advise the faculty member in presenting his or her position.
2. Upon the request of the faculty member, the Faculty Appeal Committee shall establish an *ad hoc* committee of three members to consider formally the appeal. At least two, and normally all, of the members of the *ad hoc* committee shall be members of the Faculty Appeal Committee. In exceptional circumstances one member of the *ad hoc* committee may be appointed from the faculty with the unanimous consent of those Faculty Appeal Committee members eligible to vote. The faculty member may request the removal of one member of the *ad hoc* committee, that member to be replaced by another member of the Faculty Appeal Committee. No member of the Faculty Appeal Committee shall sit simultaneously on more than one *ad hoc* committee insofar as this is possible. No member of the *ad hoc* committee shall be directly or indirectly involved in the circumstances of the complaint.

C. The *ad hoc* committee shall review the grievance, collect information from all parties concerned, and finally present recommendations. The faculty member is permitted to be represented or accompanied by persons of his or her choice, including legal counsel. Any party to the grievance has the right to request that the committee interview specific individuals. The proceedings of the *ad hoc* committee may be made public at any stage only at the re-

quest of or by action of the faculty member.

D. The *ad hoc* committee shall prepare a written report, which shall include a description of the grievance and the committee's specific recommendations and which shall be checked by the aggrieved faculty member for factual errors. In the event of disagreement on matters of fact, the faculty member may append an explanatory statement to the report. The report shall be submitted to the Faculty Appeal Committee for endorsement by a majority vote of that committee eligible to vote or for transmittal by that committee with comment. The report of the *ad hoc* committee, whether endorsed or not, shall be presented to the Vice-President for Academic Affairs within 20 working days if possible, but no later than 30 working days, of the date of establishment of the *ad hoc* committee. Minority reports may be submitted by members of the *ad hoc* committee as well as by members of the Faculty Appeal Committee. Copies of the report or reports shall be sent to the faculty member, the departmental administrative officer and dean concerned, and the chairperson of the Faculty Appeal Committee.

E. The Vice-President for Academic Affairs shall prepare a written report of the final disposition of the grievance and the university's action in the matter, and submit same to the faculty member, the departmental administrative officer and dean concerned, and the chairperson of the Faculty Appeal Committee, such report to be rendered within 10 working days if possible, but no later than 15 working days. Should the recommendations of the *ad hoc* committee be modified or denied, the report shall include reasons for the modification or denial. A representative of the *ad hoc* committee shall submit to the Faculty Council for their consideration a written summary report on the general nature of the grievance and indicate whether the recommendations of the committee were accepted, modified, or denied. This report shall not violate whatever confidentiality is requested by the faculty member.

F. The findings and recommendations of the *ad hoc* committee and the Vice-President's response may be made public only at the request of or by action of the faculty member. The chairperson of the Faculty Appeal Committee shall retain all materials collected in the review of the grievance for a period of two years after which time they are to be destroyed. Neither these documents nor any materials pertinent to the appeal shall be placed in the personnel file of the faculty member held by the university unless he or she so requests.

G. If at any stage of the appeal through Faculty Appeal Committee a satisfactory resolution of the grievance is accomplished, these proceedings may be terminated by the request of or by action of the faculty member. In such a case, a representative of the *ad hoc* committee shall submit to the Faculty Council and to the other appropriate persons involved a summary report on the general nature of the grievance and its resolution. This report shall not violate whatever confidentiality is requested by the faculty member.

H. Election by the faculty member to use the Faculty Appeal Committee procedure shall not affect the right of such faculty member to appeal to the Board of Regents.

NOTE: The procedure outlined above must be supplemented by rules developed by the Faculty Appeal Committee and approved by Faculty Council. Copies of the rules in effect may be obtained from the Secretary of Faculty Council or from the chairperson of the Faculty Appeal Committee.

Consulting and Other Outside Work

Members of the staff are often asked to give advice or counsel to private agencies or individuals, and sometimes they are invited to do so on a continuing basis for pay under arrangements commonly referred to as "consulting." Attitudes toward such arrangements vary in different segments of of the University. Any consideration of outside work begins with the understanding that all

members of our professional staff render full-time professional services to the University during the periods of their appointment. The decision of staff members to engage in outside work for pay depends upon the nature of their responsibility to the University and the conditions of their appointment, whether the outside work contributes to a better understanding of their professional field, whether the University's standing is enhanced by their outside contacts and services and, most important, whether the consulting work can be done without interfering with their regular university duties. A staff member should undertake consulting work only after conferring with his or her department head or chairman.

Staff members are required to report annually, through their department head or chairman, to the dean of their college the amount of time they have spent on "consulting" or other professional work for which compensation has been received from other than university sources. The nature of the service performed and the source of the outside remuneration should be indicated.

Policy References

The Iowa State University Catalog contains specific information not only about courses but about the history and organization of the University, and a faculty list. The catalog is issued biennially under the supervision of the Dean of Admissions and Records.

The Faculty Handbook, an outline of university structure, function, policy and procedure, with general information concerning staff services and opportunities, is given to each member of the staff. It is generally published every 3 years under the supervision of the Vice-President for Academic Affairs.

The Chart is a handbook for students containing pertinent information as well as rules and regulations.

The Office Procedure Guide, a collection of the policies and procedures to be followed in the handling of university fiscal and personnel matters, is issued by the office of the Vice-President for Business and Finance and is available in each departmental office. The Guide is kept up to date by revision pages regularly distributed as changes are made.

Your Job at Iowa State University of Science and Technology is the handbook of information for nonacademic employees. Issued by the Personnel Office, it is on file in each departmental office.

The documents of the General Faculty are on file in the Office of Admissions and Records of the University.

The Financial Report, required by law, is a yearly record of the University's receipts and expenditures, prepared under the supervision of the Vice-President for Business and Finance and filed in his or her office.

The Iowa Code, a current collection of the laws of the state of Iowa, published under the direction of the state legislature, is available in the University Library and in the office of the Vice-President for Business and Finance.

Employment of Relatives

No persons responsible for the employment of staff members shall recommend for employment in their department any person related by blood or marriage. This policy applies to full-time and part-time employees, but not to those who are on a part-time retirement basis; nor will the policy apply to persons receiving a compensation of $600 a year or less. The ruling by the Board of Regents as formulated Dec. 9, 1960, to apply to all the institutions under its jurisdiction, is given in greater detail in *The Office Procedure Guide.*

Personal Conduct

A Statement From the State Board of Regents

In recent months this Board has given, and will continue to give, intensive consideration to campus unrest. We have noted that throughout the nation recent events, including campus disorders, have raised serious questions about the ability of universities to continue to serve as effective centers of learning. The conditions which have produced these events are national, and even international, in scope. The causes are multiple and the solutions not simple. While we work as a nation toward the solution of the underlying problems of our society, we must also insure that our universities remain open

as centers of free inquiry. This Board, charged by law with the responsibility for the governance of the public universities of Iowa, reaffirms the following beliefs and intentions which will continue to serve as bases for the discharge of the Board's responsibilities.

1. The citizens of this state have established and supported the state universities in order to make higher education available at reasonable cost. It is the responsibility of this Board to insure that this purpose is not subverted.
2. Neither violence nor the threat of violence has any place in a university.
3. Freedom of inquiry and freedom of expression are indispensable elements of academic life.
4. The freedom to express dissent by lawful means, including peaceable assembly and petitions to authorities, is no less important on a university campus than elsewhere in our society.
5. The exercise of this freedom to dissent must not interfere with the rights of others.
6. Adaptation and change are necessary processes by which an institution renews and preserves itself.

In line with these beliefs, the Board adopted at its July 1970 meeting, and revised at the June 1971 meeting, a Code of Personal Conduct and also two formal policy statements relating to (1) a prohibition against the universities becoming instruments of political action and (2) university closings. These statements follow.

UNIFORM RULES OF PERSONAL CONDUCT AT UNIVERSITIES UNDER THE JURISDICTION OF THE STATE BOARD OF REGENTS

(As Revised by State Board of Regents, June 1971)

(1) Definitions. For purposes of these rules, the following words shall have the meaning set forth unless the context requires otherwise.

(a) "Board" means the State Board of Regents, State of Iowa.

(b) "University" means an institution of higher learning under the jurisdiction of the Board. When used in the plural, the word means all institutions of higher learning under the jurisdiction of the Board.

(c) "President" means the president (or acting president) of the university or any person or persons designated by the president to act on his or her behalf for purposes of these rules.

(d) "Campus" includes all property owned or used by the university.

(e) "Student" means a person who is currently registered as a student at the University in an undergraduate, graduate or professional program on the campus.

(f) "Member of the faculty or staff" includes all employees of the university.

(g) "Visitor" means any person on the campus who is not a student or a member of the faculty or staff. A suspended member of the faculty or staff, or a suspended student, who is on the campus during the period of such suspension shall be deemed a visitor.

(h) "Person" means any student, member of the faculty or staff, or visitor.

(i) "Admission" means admission, readmission, reentry, registration, and reregistration as a student to any educational program of the university.

(j) "Suspension of a member of the faculty or staff" means that during a specified period of time, the member of the faculty or staff is not eligible to continue as an employee of the university, or to resume his or her employment status or to be granted admission as a student. Subject to other rules and regulations of each institution concerning continued employment by the institution, a member of the faculty or staff who has been suspended for a specified period shall be reinstated by the university at the expiration of the suspension period provided that during the suspension period the member of the faculty or staff has not committed acts of misconduct specified in (2). One under such suspension whose re-employment is denied on the basis of alleged acts of misconduct committed during his suspension period shall have a right to a hearing on that issue as provided in section (3).

(k) "Suspension of a student" means that during a specified period of time, the student shall be denied admission to the university or employment by it. Subject to the rules and regulations of each institution concerning enrollment

at the institution, a suspended student shall be reinstated to the university at the expiration of the suspension period provided that during the suspension period the student has not committed acts of misconduct specified in (2) below. A suspended student whose reinstatement is denied on the basis of alleged acts of misconduct committed during this suspension period shall have a right to a hearing on that issue, as provided in section (3).

(l) "Expulsion of a student" means termination of his or her status as a student without right of readmission.

(m) "Dismissal of a member of the faculty or staff" means termination of his or her status as an employee without right of re-employment.

(2) Rules of Personal Conduct. Any person—student, member of the faculty or staff, or visitor—who intentionally commits, attempts to commit, or incites or aids others in committing any of the following acts of misconduct shall be subject to disciplinary procedures by the university as hereinafter provided:

(a) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other university or university-authorized function or event.

(b) Unauthorized occupation or use of or unauthorized entry into any university facility. However, any entry into, use of, or occupation of any university facility by a student or member of the faculty or staff, which does not violate any of the other Rules of Personal Conduct set forth herein, shall be deemed unauthorized only if specifically prohibited, if that facility is closed at that time to general use or if the person fails to comply with proper notice to leave.

(c) Physical abuse or the threat of physical abuse against any person on the campus or at any university-authorized function or event, or other conduct which threatens or endangers the health or safety of any such person.

(d) Theft of or damage to property of the university or of a person on the campus.

(e) Interference with the right of access to university facilities or with any other lawful right of any person on the campus.

(f) Setting a fire on the campus without proper authority.

(g) Use or possession on the campus of firearms, ammunition, or other dangerous weapons, substances, or materials (except as expressly authorized by the university), or of bombs, explosives, or explosive or incendiary devices prohibited by law.

(h) Conduct off campus which directly, seriously, and adversely interferes with or disrupts the educational or other functions of the university.

(3) Sanctions.

(a) Any student or member of the faculty or staff who is found after appropriate hearing[a] to have violated any of the rules of personal conduct set forth in (2) above may be sanctioned up to and including suspension, expulsion or dismissal. If the violation is found to be of a serious nature or to have contributed to a substantial disruption of the orderly processes of the university, then such student or member of the faculty or staff shall, at a minimum, be suspended from the university immediately following such finding for one academic year. If a suspension is ordered after the start of a semester or quarter, however, the time period of the suspension shall be deemed to run from the beginning of the semester or quarter rather than from the actual date of the order. A faculty or staff member who is suspended shall receive no salary during the period of his suspension; provided, however, that he shall be paid for work done prior to the date of the suspension order.

(b) A person who applies for admission to or employment by the university (either for the first time, or after a term of suspension or dismissal) may be denied such admission or employment if it is found that he has committed any acts of misconduct specified in (2) while such a person was a visitor on the campus. If the violation is found to be of a serious nature or to have contributed to a substantial disruption of the orderly processes of the university, then such a person shall, at a minimum, be denied admission or employment for twelve months immediately following the violation. A person denied admis-

[a] *Appropriate hearing as used throughout these Rules means pursuant to existing hearing procedures in effect at the university for students and members of the faculty and staff.*

sion or employment under this section shall have a right to an appropriate hearing.

(c) Any sanction imposed under (a) and (b) above shall have operative effect at all universities, and a person not eligible for admission to or employment by one university shall be barred similarly at the other universities.

(4) Emergency Power.

(a) The president is authorized to declare a state of emergency to exist at the institution upon a determination by the president that violent actions or disruptive activities at the university are of such nature as:

I. To present a clear and present danger to the orderly processes of the university or to persons or property on the campus, and

II. To require extraordinary measures to

A) Safeguard persons or property at such institution, or

B) Maintain educational or other legitimate institutional functions.

(b) The state of emergency shall cease to exist automatically 48 hours after it is declared unless the president, after reviewing the situation, determines that it should be extended, such determination to be made under the standards established in I and II above. Each extension shall be for a maximum period of 48 hours with a new determination being made for each extension. The president may declare the state of emergency to be over before the 48-hour period has run.

(c) As soon as feasible after declaring a state of emergency, the president shall notify the board of his or her actions.

(d) Upon a finding by the president as set forth in (4) (a), the president is authorized to take such action as, in his or her judgment, may be necessary to eliminate or alleviate a clear and present danger to the orderly processes of the university AND to safeguard persons or property at the university or to maintain educational or other legitimate university functions including barring a particular person or persons from the campus.

(5) Sanctions Under Emergency Power.

(a) Any person who, after appropriate hearing, is found to have violated knowingly a presidential order issued as contemplated in section (4) above may be expelled or dismissed from the university. If the violation is found to be of a serious nature or to have contributed to a substantial disruption of the orderly processes of the university, then such person shall, at a minimum, be suspended from the university for one calendar year from the date of such violation, or shall be denied admission to or employment by the university for one calendar year from the date of such violation.

(b) Any person who, after appropriate hearing, is found to have violated during a state of emergency—knowing that a state of emergency has been declared—any of the Regents' Rules of Personal Conduct, set forth in section (2) of this policy, may be expelled or dismissed from the university. If the violation is found to be of a serious nature or to have contributed to a substantial disruption of the orderly processes of the university, then such person shall, at a minimum, be suspended from the university for two calendar years from the date of such violation, or shall be denied admission to or employment by the university for two calendar years from the date of such violation.

(c) Any person, who, after appropriate hearing, is found to have violated knowingly a presidential order as contemplated in section (4) and—knowing that a state of emergency had been declared—is found to have violated during the state of emergency any of the Regents' Rules of Personal Conduct, set forth in section (2) of this policy, may be expelled or dismissed from the university. If the violations are found to be of a serious nature or to have contributed to a substantial disruption of the orderly processes of the university, then such person shall, at a minimum, be expelled or dismissed from the university.

(d) Any sanction imposed under this section shall have operative effect at all universities, and a person not eligible for admission to or employment by one university shall be barred similarly at the other universities.

(6) Constitutional Rights. The foregoing rules shall be construed so as not to abridge any person's constitutional right of free expression of thought or opinion, including the traditional American right to assemble peaceably and to petition authorities.

RESEARCH

Iowa State University has always been dedicated to public service, through teaching and research. When the University was first established, the first laboratory was the Model Farm, a place for experimentation with animals and plants as a necessary complement to the classroom. Since then research has expanded into all facets of university activity.

The current research program includes these major agencies:

Agriculture and Home Economics Experiment Station

Home Economics Research Institute

Engineering Research Institute

Sciences and Humanities Research Institute

Ames Laboratory of the United States Atomic Energy Commission

Institute for Atomic Research

Statistical Laboratory

Veterinary Medical Diagnostic Laboratory

Veterinary Medical Research Institute

Water Resources Research Institute

Center for Agricultural and Rural Development

Industrial Relations Center

Center for Industrial Research and Service

World Food Institute

A research-related agency under the jurisdiction of the United States Department of Agriculture is the National Animal Disease Laboratory. Details about these research and service agencies are given in the General Catalog.

RESEARCH POLICIES

Conflict of interest. The increasingly complex relationships among universities, government and industry call for more intensive attention to standards of procedure and conduct in government-sponsored research.

The government and the institutions of higher education have an obligation to see that adequate standards and procedures are developed and applied, and to inform one another of their respective requirements. Consulting relationships between university staff members and industrialists serve the interest of research and education. Likewise, the transfer of technical knowledge and skill from university to industry contributes to technological advance. Such relationships are desirable, but certain potential hazards should be recognized.

When a university staff member (administrator, faculty member, professional staff member, or employee) undertaking or engaging in government-sponsored work has a significant financial interest in, or a consulting arrangement with, a private business concern, it is important to avoid actual or apparent conflicts of interest between his government-sponsored university research obligations and his outside obligations.

There are competing demands on the energies of a faculty member (for example, research, teaching, committee work, outside consulting). The way in which he divides his effort among these various functions does not raise ethical questions unless the government agency supporting his research is misled in its understanding of the amount of intellectual effort he is actually devoting to the research.

When the staff member engaged in government-sponsored research also serves as a consultant to a federal agency, his conduct is subject to the provisions of the Conflict of Interest Statutes (18 U.S.C. 202-209 as amended) and the President's memorandum of May 2, 1963, "Preventing Conflicts of Interest on the Part of Special Government Employees." When he consults for one or more government contractors, or prospective con-

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tractors, in the same technical field as his research project, he must avoid giving advice that may be of questionable objectivity because of its possible bearing on his other interests. In undertaking and performing consulting services, he should make full disclosure of such interests to the University and to the contractor.

Use of Humans as Subjects of Research. The U.S. Public Health Service has established a policy with regard to use of humans as subjects of research. This policy has been extended to all grants and awards of the Public Health Service in support of research, training or demonstration projects. Staff members should consult the *Office Procedure Guide* for details.

STATEMENT OF PATENT POLICY

Approved
STATE BOARD OF REGENTS
December 13, 1969

Iowa State University, deriving its support most largely from public sources, dedicates its activities and services to the promotion and support of public welfare. Most of the results of research and development produced by the faculty and staff of the University are placed in the public domain through publication and other forms of disclosure. Occasionally, however, original inventions may be produced by members of the faculty or staff utilizing university resources, and these may better be dedicated to the public service through obtaining patents and controlling licensing and distribution arrangements to assure that the public interest will be served.

The various agencies of the Federal Government require that when any invention, process, or new development which is thought to be patentable arises from studies supported in whole or in part with funds deriving from federal sources, it must be reported to the appropriate agency. The agency then joins with the University to determine appropriate distribution of rights in the invention, to determine whether patent protection should be sought, and to assure that the ultimate rights resulting under any such patent issued thereon shall be disposed of and administered in the public interest. The University has the same responsibility and reserves similar rights where other than federal sources of support have been utilized. The inventor retains the right in either case to share in any net proceeds arising from the patented invention.

The University must, if patent protection is sought and obtained, assure that appropriate patent and licensing arrangements will be made so that its obligations to the public and to granting or supporting agencies will be met. This will apply to all inventions arising out of activities of its faculty or staff when university facilities or resources have been utilized. The University does not in its own name obtain or retain patent rights.

Prior rights of granting or supporting agencies are acknowledged as a part of the conditions under which support is provided and accepted. The University must, however, be satisfied that the patent will be beneficially used. Patents will be sought only where patent protection is justified or essential to insure proper development or use, and appropriate management, including financial management, of the invention.

When inventions which are thought to be patentable and for which patent protection should be sought arise during the course of the normal activities of the employees of the University, utilizing university resources, information concerning the invention should be furnished to the appropriate administrative officer of the University.

Where an invention has resulted from research supported by federal funds, the University will then inform the appropriate agency of the potentially patentable invention. If it is deemed appropriate by the University and the federal agency to seek patent protection, the agency generally will consider its requirements for control of the patent to have been met, as will the University, when the inventor assigns his rights to the Iowa State University Research Foundation (or similar nonprofit research management corporation approved by the University and the agency). The Foundation or other corporation will then be designated and will act for the University in meeting all the requirements relating to the disclosure, obtaining of patents, and managing of licenses. The inventor shall be guaranteed an appropriate share (no less than 15%) in the net proceeds resulting from the invention after expenses of obtaining the patent have been met. According to established policy of the Iowa State University Research Foundation, the remaining net income from the invention after appropriate reserve and management expenses have been deducted is dedicated to the support of research and education at Iowa State University.

In some cases, but rarely, other disposition of patent rights may be required, or the supporting agency and the University may formally release their rights of decision regarding disposition of potentially patentable inventions. In the latter situation, after a formal release has been issued by the University the inventor will be free to proceed, at his own expense, to seek and obtain a patent and handle it as he chooses. In the absence of such formal release, the University and supporting agency retain such rights.

For purposes of establishing, interpreting, and administering the patent policies at Iowa State University, the Research Council will be the cognizant advisory body exercising whatever administrative functions may be assigned to it by the President of the University. The Vice-President for Research and the Vice-President for Business and Finance will act jointly or separately as designated by the President of the University performing the necessary executive functions relating to administration of university patent policies.

RESEARCH FUNDS

Gifts, Grants and Contracts. The University regularly receives funds from industry, private sources, governmental agencies and foundations to support various university activities. Such funds are frequently designated for scholarships, equipment, research and training. Gift and grant funds are accepted only when they may be used in fields authorized by the laws of Iowa and by the regulations of the State Board of Regents. Funds to support contractual research will be accepted when the work involves an area where there are qualified staff members and adequate facilities, and when the research contemplated will be of benefit to the University, the state of Iowa, and/or to the public in general. All awards offered must be reported to the Vice-President for Business and Finance, who may recommend them for final acceptance to the President of the University.

RESEARCH GRANTS AND FELLOWSHIPS

Faculty members are eligible for several types of research grants and fellowships. Detailed information is available at the office of the Vice-President for Research.

Special Research Facilities

COMPUTATION CENTER

The Computation Center is an all-University installation directly responsible to the Vice-President for Research. It provides the academic and research computing service for the University through its extensive machine installations.

An IBM 360/65, located in the Computation Center, serves as a central computer for our campus computing. It is linked via data communication lines to a similar IBM 360/65 at the University of Iowa, making facilities on both campuses available to the students and staff of both institutions. The local central computer is in turn linked to several remote job processing stations and some fifty time-sharing typewriter-like terminals. In addition, there are numerous mini-computers on campus being used in an educational and research environment such as the automation of laboratory experiments.

An EAI 8800 analog computer is also located in the Computation Center, available to those who need this type of facility.

The Computation Center, in cooperation with the Computer Science Department, the Engineering Research Institute and the Mathematics and Computer Science Division of the Ames Laboratory, form the focus for research in all aspects of the computer field. This includes research in hardware design, advanced programming languages, systems design, data communications, numerical analysis, selective dissemination of information and computer control of laboratory experiments.

Further, the Computation Center is concerned with continuing education in Computer Science. Numerous short courses and seminars are conducted throughout the year for the purpose of acquainting faculty and students with the latest developments in this field and the use of the Center's facilities.

Anyone who feels that the facilities of the Computation Center may be useful in his research should consult with the staff of the Center. The administrative offices are on the first floor of the Computer Science Building.

STATISTICAL LABORATORY

The Iowa State Statistical Laboratory, an

all-University institute, offers statistical research services to all faculty members. Consultations without charge may be arranged through its general office, on the first floor of Snedecor Hall. When time permits, it is possible to arrange for joint research in applied areas. The Iowa Agriculture and Home Economics Experiment Station provides financial support to permit certain staff members in the Laboratory to engage in more extensive consulting on statistical problems in the biological and agricultural sciences. Specialists are available for consultation on the statistical aspects of the social, physical and biological sciences, and of engineering. The operational aspects of surveys, statistical numerical analysis and data processing are also covered. When university departments cooperate on large contractual (off-campus) projects, budgetary arrangements should include funds for professional statistical services when required.

The Survey Section of the Statistical Laboratory provides services to the rest of the campus on all aspects of sampling, surveys and census-type studies. The services available are useful in many aspects of scientific and industrial research, such as the design of surveys, drawing of samples, construction of questionnaires, training and supervision of field workers, collection of data by personal interview and mail questionnaires, coding of data for IBM processing, analysis of data, and maintaining liaison with the Statistical Numerical Analysis and Data Processing Section and the Computation Center on machine manipulation of data coded. Charges are made for operational services. For further details, call the Statistical Laboratory Survey Section, Room 219 Snedecor Hall.

The Statistical Numerical Analysis and Data Processing Section of the Laboratory provides consultation in statistically oriented computer techniques, computer programming, and processing of statistical data requiring the services of an analyst-programmer. The objective of the Section is to assist staff and graduate students with their computational problems in areas which make use of statistics as a primary research tool. On such problems, the Statistical Numerical Analysis and Data Processing Section functions as a liaison between the research worker and the computer. Offices for the Section are in Snedecor Hall.

In addition, two student laboratories with desk calculators (third floor, same building) are open during nonclass hours for staff use.

SERVICE SHOPS

The Engineering Research Institute has complete machine and electronic shop facilities which are available to all departments by intramural purchase order. Machine shops are located in the Mechanical Engineering Building, Coover Hall, and the Physics Building.

They provide services for metal, fiber, and plastic fabrication. The electronic and instrument shops are located in Coover Hall and the Physics Building. They have capabilities for repair, standardization, and calibration of all types of electronic and scientific instruments. These shops will also construct specialized equipment for both teachers and research workers. Service information, costs, and other details can be obtained from the Director of the Engineering Research Institute, Room 104 Marston Hall.

TEACHING

Objectives

The fundamental purpose of Iowa State University is to help its students acquire the skills, abilities, attitudes, and knowledge that will prepare them for complete living in a modern democratic society. The University assumes that it is possible and desirable to develop through planned educational experiences the vocational, personal and social-civic characteristics and abilities of its students. It is toward the realization of this purpose that the University provides for its students its several services and activities.

In order to define this purpose of the University, four main divisions of objectives are used: vocational competence, personal development, social and civic responsibilities, and human relationships. These objectives are stated in terms of the endpoint of the student's program; that is, the kind of individual that he should be upon graduation.

(Introductory statement to Proposed Objectives as drawn by the Curriculum Committee Report, Sept. 15, 1950.)

ACADEMIC REGULATIONS

The academic regulations of the University are presented in the "academic policies" section of *The Chart*, the student handbook. Each faculty member is expected to know these regulations and to adhere to them. These include teaching-related policies involving grading, examinations, and absence from class, as well as regulations relevant to the faculty member's role as academic adviser.

CLASSES—SCHEDULES

Yearly schedules of classes, compiled by the Office of Admissions and Records from information submitted by the various department heads or chairmen and approved by deans, are usually released early in the spring quarter. Schedule change sheets are issued from time to time until registration day.

Changes in the Schedule of Classes. When a course is to be added to or dropped from the schedule or if the time of offering is to be changed, this change should be initiated by the department and sent through the dean's office to the Office of Admissions and Records. These reports are assembled and make up the schedule change sheet.

Auditing. Students wishing to audit courses must secure permission from the appropriate classifying dean, who authorizes the Registrar to send auditor's cards to the instructors concerned after properly completed time cards have been submitted. The charge for auditing is the same as for taking the course for credit.

Classroom scheduling for classes or examinations is the responsibility of the Space and Schedules Office, Room 206 Beardshear. Laboratories are assigned by the department concerned.

CLASS ATTENDANCE

A student may be held accountable for the course content covered in every class meeting. A student who must make up work done during a period that he has missed will present his excuse to his instructor.

The following statement of principle from the Faculty Council recommendation on absenteeism is the basis for this all-university policy: "The student should be acknowledged as a potentially mature individual, and emphasis should be placed on developing his sense of responsibility by reminding him of, and holding him to, the accountability aspect of his formal education."

Excuses for Field Trips. A student who must miss a class for a field trip should so inform

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the instructor of the class to be missed. An instructor who wishes to refuse a student permission to be absent on a field trip should contact the instructor scheduling the trip so that an arrangement satisfactory to both can be reached. Scheduling of any field trips during the final examination period must be approved by the Vice-President for Academic Affairs.

CHANGES IN COURSES AND CURRICULA

The University General Catalog describes the curricula, majors, and courses offered by the University. The preparation of a new catalog, which occurs biennially, provides an opportunity for the revision of existing offerings as well as the addition of new curricula, majors, and courses.

A new course, curriculum, or major must first be approved by the department or college which initiates it. Information regarding the proposal is then distributed to all departments on the campus, to the college curriculum committees, and to the Graduate Curriculum Committee if graduate credit is involved. All proposed changes from a given college must then be approved by the college curriculum committee, the college faculty, the University Curriculum Committee, the General Faculty, and the State Board of Regents.

Prior to proposing a new course for inclusion in the Catalog, the department is encouraged to offer the course on an experimental basis. An experimental offering must be announced by means of a form submitted to the Dean of Admissions and Records. Copies of this form may be obtained from the chairmen of the college curriculum committees.

EXAMINATIONS

Each quarter the Office of Admissions and Records prepares the schedule for final examinations. Requests for the changing of an examination period for individual students are handled through the office of the classifying dean. Instructors must give all examinations according to schedule, or at approved periods if a departure from the announced schedule is necessary.

GRADES

All grades are expected to be in the Office of the Director of Admissions and Records within 48 hours after the examination in a particular course has been given. This means that the deadline for all grades is 48 hours after the close of the examination period. If extensions are necessary, arrangements may be made through the Student Records Office.

The reason for the 48-hour rule: Approximately 90,000 grades are the bookkeeping problem of the Student Records Office each quarter. Like most large universities, Iowa State has had to develop a synchronized procedure involving men and machines to take care of academic records. The process begins with the instructor who turns in grades to the departmental office; these are "hand carried" immediately to the Student Records Office. There the grade reports are readied for machine processing. The final product of this phase of reporting is a computer run of grade slips. The records are taken from the computer, recorded on the student permanent records, and made available to the following: the appropriate college scholarship standards committee, the classification officers, those who award scholarships, residence halls, other organized residence groups, and the students themselves.

The final records are of immediate importance to determine whether students on temporary enrollment may register, to classify students who may have failed a course, and to enable those who award scholarships to see if minimum standards have been met.

Staff members are responsible at the beginning for getting grades in on time, so that those who must have this information can get it when they need it. Late grades not only are expensive in terms of efficient use of machines and clerical help—they seriously retard the work necessary for the opening of the new quarter.

If an error is made in reporting a student's grade, the instructor should secure from his or her department head or chairman a card entitled "Grade Report to the Student Records Office." The instructor should fill this out and send it to the Student Records Office *as soon as the error is noted.* Any change of grade must be initiated by the instructor making the original report.

Reports on the removal of incomplete grades should be made as promptly as possible after the work in the particular course has been completed. This is also handled on a Grade Report to the Office of Student Records.

Midterm Reports. Midterm grades of D and F for undergraduate students are reported to the Student Records Office on special midterm class lists.

The mark of I (Incomplete) is used to indicate that the work of a course has not been completed according to schedule. Courses in which *I* marks are received will not be considered in the quarterly quality-point average, but the grade reported after the work is completed will enter the student's cumulative quality-point average. The mark *I* will be given by an instructor if he or she feels a student has sound reasons for not completing the work of the course according to schedule. (For further information, see *The Chart.*)

To obtain credit in the course without reclassification, a student must complete work before the lapse of one year.

Graduating Senior Excuses From Examinations. Following the recommendation of the Faculty Council, the University adopted the policy of making it possible for seniors to be excused from final examinations in courses taken the quarter of graduation, provided the student has a B or better in the course. The final decision regarding the excuse rests with the instructor of the course concerned.

ENGLISH PROFICIENCY POLICY

Iowa State University believes that written communication is a fundamental skill of an educated person, and that therefore its graduates should have acquired reasonable competence in written communication during their educational career. The following are designed to insure that this competence is developed and maintained:

(1) All students must successfully complete or test out of a sequence of basic composition courses, normally in the freshman year.

(2) Continued development of communication skills following the freshman year is the responsibility of the student's major department. This development may be promoted by (a) requiring and critically evaluating term papers and other written assignments as part of courses offered by the department; (b) encouraging students to enroll in advanced English composition courses which meet their particular needs; and (c) referring students to the Writing Clinic, sponsored by the Department of English, for the development of writing skills through individual tutorial assistance.

(3) Each department is responsible for certifying that its majors have achieved an adequate level of proficiency in written communication at the time the department certifies the student for graduation.

ACADEMIC STANDARDS COMMITTEE

The University Academic Standards Committee consists of a representative from each college faculty, plus two students. The Registrar and representatives from the Office of the Vice-President for Academic Affairs and the Student Counseling Service serve as members.

This committee coordinates and administers the minimum standards for scholarship on an all-university basis, and establishes policies in regard to these standards. The college committees deal directly with students in the colleges and administer standards set by the college faculties and approved by the University Academic Standards Committee. See *The Chart* for general requirements and for the specific standards for each college.

HONORS PROGRAM

The University Honors Program was established in 1960 to integrate existing provisions for superior students, and to develop challenging programs for them. Each college has a slightly different approach to honors work, but all programs follow the general honors plan as given in the Basic Document approved by the General Faculty. In practice, the plan of study of each honors student is designed to encourage breadth and depth in his education. His work is highly individualized and is arranged to meet his particular needs, interests and aptitudes.

The entire Honors Program is administered by the University Honors Program Committee, composed of the chairman of each college committee, two members-at-large (appointed by the President), and, as ex-officio members, the Vice-President for Academic Affairs and the Dean of Admissions and Records. The chairman of the University Honors Program Committee, a member-

at-large, is appointed by the President. This committee is responsible for the general development and maintenance of the program, for the establishment of standards of excellence, and for evaluation and recognition of Honors Program students. The individual college programs function within a framework provided by the Basic Document on file with the secretary of the General Faculty.

Students may be admitted to the Honors Program after completion of two quarters at Iowa State and at any time thereafter until the student is within 72 credits of graduation. Applications for admission to the Honors Program of a specific college may be obtained from the chairman of that college's committee.

General information concerning the Honors Program may be obtained from the University Honors Program coordinator, whose office is in Room 102 Old Botany. Information concerning the Honors Program within a specific college may also be obtained from the chairman of that college's program.

HIGH SCHOLARSHIP

Recognition dinners are given each spring for students who have made high scholastic records. At these dinners three groups are recognized:

1. High Scholarship Students by College and Class—the upper two percent of students by class in each of the six colleges of the University.
2. High Scholarship Students by Curriculum or Major—the graduating senior student in each curriculum who has attained the highest scholarship, provided the quality-point average is at least 3.5.
3. Graduating Scholar—the graduating senior with the highest scholastic average from each of the six colleges.

Faculty members are invited and urged to attend these recognition dinners. The heads or chairmen of the departments serve as hosts to the honored students in their curricula, but cost of the dinner for the students is borne by the University. Tickets for faculty members may be purchased at the office of the dean of the college. The dinner is planned by the Scholarship Recognition Committee.

ACADEMIC ADVISERS

Each department and curriculum head or chairman designates certain staff members to serve as academic advisers to students in that field. All matters pertaining to classification and registration, including changes in time cards (schedules), are initiated by the student and his adviser and are cleared through the office of the dean. Each college structures its own adviser system according to its needs. The University Committee on Academic Advising coordinates the advising procedures throughout the University and recommends methods for making the advising system more useful to students.

STUDENT COUNSELING SERVICE

The Student Counseling Service (SCS) provides for faculty use a test scoring and analysis service for objective classroom examinations. SCS also provides a teacher evaluation questionnaire for use by instructors, is developing a procedure for computer banking of test items, and assists in research projects concerned with student and classroom characteristics. Reports about these various activities are available. SCS also administers ISU freshman testing and national testing programs such as the Graduate Record Exam, College Level Examination Program, Law and Medical Admission Tests.

Faculty members may refer students to SCS for individual or group counseling. The focus may be on such matters as academic achievement, choice of major, career plans, relationship with other persons or feelings about self. Problem areas which may be interfering with the student's goals and aspirations can be discussed in the counseling relationship. Through this the student is assisted to prepare for futher intellectual and personal development. In addition, SCS is directly involved in the Psychology 10 program (a developmental reading and study skills course), the "Follow Through" project for minority students, special counseling and information for adult students and other programs of student development. An extensive assortment of occupational information and catalogs from other colleges and universities is maintained.

One of the SCS professional staff is on standby duty throughout the day for immediate consultation with faculty or students. Appointments to talk with a specific staff person may be made by contacting the Student Counseling Service Office, 101 Building H, phone: 294-5056.

PROSPECTIVE STUDENT INQUIRIES FROM FOREIGN COUNTRIES

So that no misunderstanding may develop, the Office of Admissions would like to reply to requests from foreign students regarding information for admission. Staff members may wish to acknowledge such requests, but care should be taken that no commitments are made until complete information regarding the prospective student is available.

GRADUATION REQUIREMENTS

To meet graduation requirements, students are expected to fulfill the requirements for a particular curriculum as set forth in the General Catalog. Deviations from this may be covered by course substitutions. To make a substitution the student confers with his or her adviser, and if the substitution seems reasonable, the student prepares a substitution petition. This is approved by the adviser, the department head or chairman and the dean of the college. The substitution sheet is then sent to the Office of Admissions and Records for action and filing.

A student graduating with a cumulative average of 3.5 or above graduates "with distinction."

PHOTOCOPIES

Once a year (usually during the summer or early fall) student advisers receive from their college deans a photocopy of each student's record. When advisers find that they do not have photocopies for returning students, they should request them through their classifying dean's office. The photocopy will be supplied by the Director of Admissions and Records as rapidly as possible, in most cases within 1 or 2 days after the request has been received. Advisers should not send students to the Student Records Office expecting to have photocopies prepared while they wait. The volume of business in the transcript area is such that these requests cannot be honored.

COMMENCEMENT

Iowa State University graduates students four times a year, but the largest graduation is the May Commencement. At all graduations a representative group of the faculty, in academic robes, takes part in the academic procession. Appointments to this group are made by the academic deans.

CASES OF STUDENT DISHONESTY

The Chart, under Regulations Governing Student Conduct, Section A, deals with academic honesty. Rule A of this section explains the University's point of view regarding honesty. This rule indicates that an instructor shall take appropriate action for a case of cheating. Before such action, however, the instructor shall discuss the matter formally with the student. Then, if deemed necessary by either the instructor or the student, the matter shall be brought to the attention of the department head or chairman or his representative. (The purpose of this procedure is to make certain that each case is given careful consideration before the instructor imposes an academic penalty.) Action taken by the instructor may range from loss of credit for a specific test or project to failure in the course. The instructor shall make a report in writing of the facts of the case and action taken to his or her department head or chairman and to the Dean of Students. Further action may be recommended by the instructor. The student shall be provided with a copy of this report. The Dean of Students shall submit the matter to the All-University Judiciary Committee.

HOSPITAL

In case of accident or injury to a student in a classroom or laboratory, the instructor in charge should arrange to have the student taken to the Iowa State University Hospital for treatment, or in the case of very serious injuries, he should arrange to have a physician from the Hospital come to the classroom or laboratory to treat the student.

The physicians of the Student Health Service in the University Hospital are anxious to cooperate with faculty members in trying to help individual students who need medical attention.

STUDENT PUBLICATIONS

The *Iowa State Daily* is the all-university newspaper. Published Monday through Friday, its subscription is included in student fees. Staff

members may subscribe at a yearly or quarterly rate by calling the Daily Office. The *Daily* is governed by a publication board, including one student elected from each college, and two faculty members appointed by the President. For further information contact: Iowa State Daily, 101 Press Building; 292-2336.

The Bomb is the yearbook, supervised by a board of five elected student representatives from the colleges, and two faculty members appointed by the President.

Sketch magazine is a publication of creative writing by and for students of all colleges. It is governed by a thirteen-member board which includes two faculty advisers from the Department of English.

The college monthly magazines are *The Iowa Agriculturist, Outlook, Ethos,* and *The Iowa Engineer. The Iowa Veterinarian* is a quarterly. These magazines are edited by students with the help of faculty advisers. Another publication is *The Ames Forester* (students of the Forestry Department).

VEISHEA

VEISHEA (a name coined from the first letters of the original names of five colleges) is the all-University event held annually on the first weekend of May. Veishea features departmental open houses and entertainment, such as a student musical, dramatic entertainment, and a parade.

Veishea is student managed and financially self-supporting. Two staff members are appointed as co-advisers to Veishea Central Committee, and a number of other faculty members act as advisers to the various subcommittees. The Veishea Office is in the Memorial Union.

EXTENSION

Iowa State University was founded with the idea that it was to benefit all the people of Iowa. Over the years, an operating philosophy has developed which recognizes that each staff member has a "service" responsibility which accompanies his appointment to the faculty. This responsibility frequently involves service to the public off campus. Through its twelve area and one hundred county extension office staffs, Iowa State University continually seeks to extend educational programs and services and to identify the priority off-campus needs which might be served by competencies incumbent to the University.

Early off-campus educational and service efforts were enhanced by legislation establishing the Agricultural Extension Service in 1906, the Engineering Extension Service in 1913, and the Smith Lever Cooperative Extension Service in 1914.

University Extension, the single administrative canopy created in 1966 to more closely relate and coordinate existing Extension units of Iowa State University, includes:

COOPERATIVE EXTENSION SERVICE IN AGRICULTURE AND HOME ECONOMICS

Among the programs offered by Cooperative Extension are agricultural production, conservation of natural resources, efficient marketing and distribution of farm raised products, home economics and family living, nutrition education, 4-H club work, youth development, community improvement and resource development, and public affairs.

ENGINEERING EXTENSION

This unit conducts noncredit courses off campus and offers videotaped graduate credit courses taught by faculty members from the College of Engineering. Specific programs and services include:

- An Engineering Management Institute to assist industry in developing engineering and management personnel.
- Fire extension training for volunteer and paid departments, industrial brigades, and fire department officers, instructors, and inspectors.
- Junior Engineering Technical Societies which provide insight into engineering and applied science for students in high schools.
- Industrial electronics education for industry and others involved in electronic controls or appliances.
- Custodial education to provide assistance to those involved in building maintenance.
- Civil defense education for elected and appointed city officials and others interested in or involved with civil defense problems.
- Engineering courses for all branches of engineering.

CENTER FOR INDUSTRIAL RESEARCH AND SERVICE (CIRAS)

Since 1963, CIRAS, through its staff or through assistance of other University staff members, has provided counseling and information to industries in Iowa. It also makes referrals to other state agencies, private professional organizations, or other colleges in Iowa. These programs and services are available to all existing industries of Iowa with problems involving technology, marketing, financial management, production, product development, or safety.

EXTENSION COURSES AND CONFERENCES

This office provides assistance in the initiation, planning, operation and administration of both credit programs off campus and noncredit programs on and off campus. A variety of continuing education programs from each of the six undergraduate colleges and the Graduate College are offered with the cooperation of this service unit. Copies of schedules of events are published quarterly and may be obtained by contacting the Office of Extension Courses and Conferences, 111 Curtiss Hall.

SERVICES FOR FACULTY

THE UNIVERSITY LIBRARY

The University Library collections comprise approximately one million volumes, over 15,000 currently received journals and serials, 500,000 microforms, and a growing collection of manuscripts and archival materials. The major collections in the sciences, humanities, and social sciences are in the Main Library building. Smaller working collections, most of which are duplicated in the main building, are in the Engineering, Physical Sciences, Economics and Sociology, Architecture, and Veterinary Medicine reading rooms. Library materials are also available in the Mathematics reading room and at the Veterinary Medical Research Institute. (A branch library of 25,000 volumes is planned for the College of Veterinary Medicine at its new location in 1975.)

The Government Documents Department houses congressional publications, bibliographies, and other federal government publications not incorporated into the main collection. It contains selected state documents and publications of the United Nations and other international organizations. The department offers reference service for all government publications irrespective of their location in the Library. The Special Collections Department administers the rare book collections, the university history collection, manuscripts and other archival material. The Library's 20,000 maps may be consulted through the Reference Department.

In the Main Library the general collections are available on open shelves. Bound periodicals and books are shelved together in subject classification order. Science materials are concentrated in the multitier stacks; humanities and social sciences on the upper three open floors of the building. The most heavily used current periodicals and all newspapers are displayed in the Periodical Reading Room. Microforms are maintained in three distinct areas: books in microform, adjacent to the Reference Desk, first floor; microfilmed newspapers and periodicals, near the Periodical Reading Room; government documents in microform, in the Government Documents Department.

General recommendations for strengthening the collections are welcomed at the office of the Assistant Director for Resources and Technical Services, as well as by the staff bibliographers. Each of the latter has individual responsibility for the varying areas of the sciences, social sciences, and humanities. Recommendations for purchase of specific older works or foreign language materials should be directed to the Bibliographic Search Department or to the appropriate subject bibliographer. Suggestions for serial or journal titles should be directed to the Serials Department. For current works in the English language, the Library has since 1968 participated in a major acquisition plan whereby all newly published titles of a scholarly nature are received automatically from more than 800 publishers in the United States, Great Britain and other English-speaking countries.

Library materials may be borrowed at the Circulation Desk by presentation of the faculty identification card and the books to be borrowed. An IBM 1030 automated circulation system processes all borrowing records, including notices and overdues. If faculty members have exercised the privilege of long-term loans, they are asked to return all such materials twice each year (at the end of fall quarter and spring quarter) for record updating. After two weeks all publications are subject to recall for other readers.

A display of new books is located in the Browsing Collection of general fiction and nonfiction shelved in the upper lobby of the older portion of the building. These circulate for two weeks only. New titles recently acquired in all subjects are displayed adjacent to the Circulation Desk. Such new titles remain on display for one

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week, and readers may sign waiting list cards, inserted in each book, requesting notification when available for circulation.

The Reserve Desk and the reserve book collection are on the ground floor, as well as a core collection of those books and periodicals most in demand by undergraduates. Reserve lists should be submitted by faculty to the Reserve Desk supervisor not later than six weeks before the beginning of the quarter in which material is to be used. In the case of materials needed which are not currently in the Library collection, the earliest possible submission date for lists is recommended. Lists should include full information; copies of reserve list forms are available at the Reserve Desk.

Staff-operated photocopy service is available during the day on the ground floor. Coin-operated photocopiers are located at strategic points throughout the building. Full-size copy duplication of microfilm and microfiche is also available. Microfilming may be arranged for at the Reference Desk.

Interlibrary loan requests should be made at the Reference Desk. The Library, as a member of the Center for Research Libraries, has borrowing access to this collection of over 3,000,000 volumes of lesser-used, archival and foreign language materials, including extensive holdings of foreign government documents and foreign doctoral dissertations.

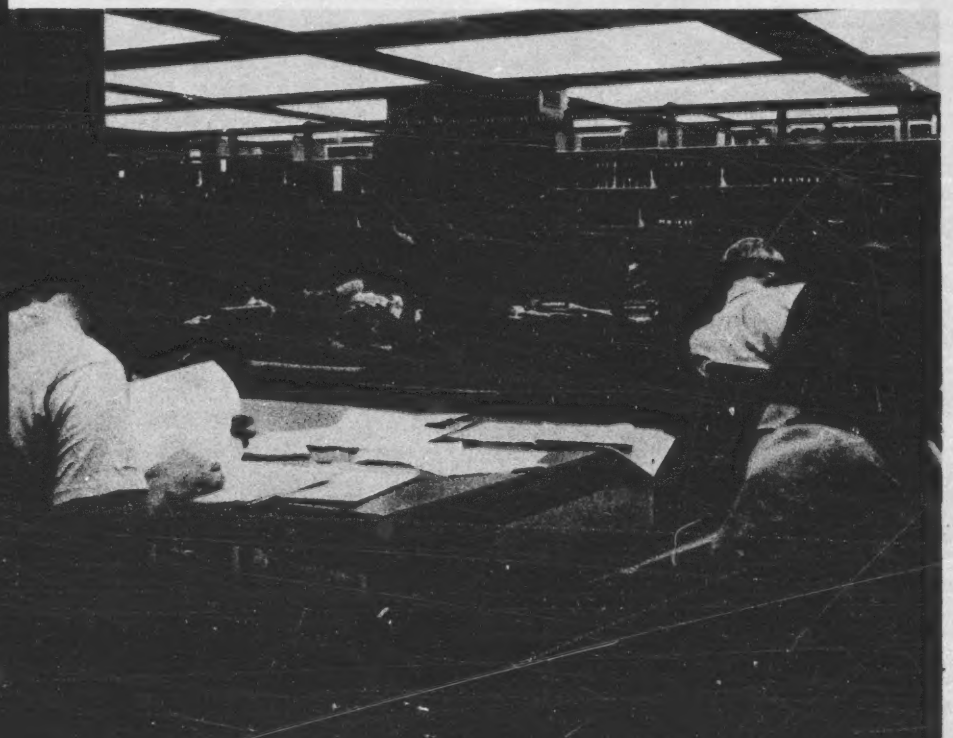
THE IOWA STATE UNIVERSITY INFORMATION SERVICE

The Information Service coordinates all mass communications services of the University which reach the general public, under the direction of the Vice-President for Information and Development. It includes both campus and extension activities.

General University Information Service

The General University Information Service, which provides services to the entire institution, is located in Morrill Hall on first floor. *The Editorial Office* is responsible for news services to daily and weekly newspapers, to other publications and to radio and television stations. It also provides assistance for departmental, college and all-University publications. The office maintains a biographical and photo file of most faculty members with the rank of assistant professor and above, available without charge for use in connection with the professional activities of these people.

Two periodical publications of special interest to staff members are edited by this office. *The*



Faculty Newsletter reaches the desk of every faculty member once each week during the academic year with campus news of professional interest and a calendar of the week's events. Contributions from faculty members are welcomed, and will be accepted within the publication policies of the newsletter. *News of Iowa State,* published bimonthly, reports the activities of the University to alumni and parents of students. Staff members may be put on the mailing list by request.

Editorial and Information Services in Agriculture and Home Economics

The Cooperative Extension Service in Agriculture and Home Economics and the Agriculture and Home Economics Experiment Station are served by editorial staffs which are part of those units and also part of the Information Service. The offices, and most of the staff members, are located in Morrill Hall.

The services are provided primarily to support research and extension staffs and the programs developed by those staffs. Services include print media, radio, television, photography, visual aids, art and multimedia presentations.

More than 2,000 publications are available through the Publications Distribution Center, Printing and Publications Building. Instructors may arrange for copies of publications for class assignment use by contacting the Extension Editor, Morrill Hall.

University Publications Editor

The Office of the University Publications Editor coordinates publications and printing requirements of university faculty and staff.

The office arranges for copyreading, editing, design, and composition as needed. The editor prepares specifications, places printing orders, and makes all contacts with printers. Services of artists and compositors are available through the Publications Editor's Office and are billed on the basis of time and materials. Assistance is available on questions of format and alternative methods of production. Authors are encouraged to consult with the editor while publications are still in the planning stage.

A manuscript approval form is required in most instances before the Editor's Office can proceed with production of a publication. The form is required for publications that concern: (a) information for students and prospective students; (b) information of a policy nature at the university or college level; (c) reports of formal research projects; (d) subject matter for extension, adult education, or other audiences outside the University. The form provides evidence that the proposed manuscript meets the general requirements of the department heads and deans concerned. Approval forms may be obtained from the Office of the University Editor.

Publications in the preceding categories are to be placed through the Editor's Office. In addition, publications to be produced by off-campus printers, regardless of intended use or origin of funds, must be placed through the Editor's Office.

Printing which is destined for classroom, staff, or other internal use and does not require a manuscript approval form may be placed directly at Printing Service. However, the Editor's Office can render assistance as desired on these publications.

Media Resources Center

The Media Resources Center brings together several services available to the Iowa State University staff and faculty—the film library, a media equipment repository, the Media Graphics Center, the Photo Service, instructional TV activities, and the Film Production Unit. An over-all description in more detail of all these services is kept up to date and is available on request.

The *Film Library* is housed with the offices of the Media Resources Center in 121 Pearson Hall. Catalogs are available which list the film holdings. No rental charges are involved when faculty members use the library's films for their classes. Films will be picked up and delivered by campus mail. Projectionists are available for a nominal fee as is the Media Resources Center's projection room, 112 Pearson.

Specialized equipment is also located at the Media Resources Center, but heavily used items such as projectors are dispersed to "satellites" conveniently located in the major classroom buildings. A listing of satellites is available.

At the *Media Graphics Center,* 106 Pearson Hall, graphic artists are prepared to carry out the production of A-V materials—slides, transparencies, etc.—for faculty members. The only charge when classroom use is intended is for the actual materials involved.

The *Photo Service* is housed in the basement of Morrill Hall. It is staffed and equipped to carry

out most of the photographic requirements of the University. Sale of supplies and services and engagement of photographers for assignments are available to all departments. Price lists are available on request.

Portable equipment for *Instructional Television* is available at the Media Resources Center—no charge when classroom use is involved. A network of cable enables the WOI television station to "feed" programs to many classrooms. Programming is arranged via WOI, and the Office of Space and Schedules has cognizance of those classrooms where receivers are available.

The *Film Production Unit* is located in Alice Norton House. Much of its work involves full-scale sound-color production with costs which warrant the negotiation of agreements for each production. However, personnel at hourly charges and equipment rentals are available as well. The advice of this group prior to initiating film production efforts is strongly urged and is available at no charge.

Radio-Television

WOI-AM—Iowa State's first radio broadcasting station went on the air November 21, 1921. The Station operates on 640 kc, 5000 watts from sunrise or 6 a.m., whichever is later, until sundown on weekdays, and sunrise or 7 a.m., whichever is later, to sundown Sundays. WOI can supply *public address* services for all University organizations. The *WOI Recording Service* can handle virtually any tape-recording job required by campus organizations. Charges are made for these services.

WOI-FM—WOI-FM went on the air July 1, 1949. It began stereophonic broadcasts early in 1964. It operates at 90.1 megacycles with power of 100,000 watts. It broadcasts from 6 a.m. to midnight, Monday through Friday; from 6 a.m. Saturday to 1 a.m. Sunday; and from 7 a.m. to midnight Sunday. The station's transmitter is located at Alleman. With an antenna height of 1,480 feet, it can be heard on normal home receivers with built-in antenna within 60 miles of Ames.

WOI-TV—WOI-TV began regular telecasting February 21, 1950 as the nation's first educationally-owned television station. The station operates commercially and is the ABC outlet in the Ames-Des Moines area.

WOI-TV interests are in broadcasting, teaching, and research and development. The station is responsible for closed circuit instruction on campus. Recently this instruction has been reaching approximately 8,000 students per year.

WOI-TV is financially self-sufficient. No state funds have been allocated to it. The Communications Building was financed from television revenue and includes, in addition to the television facility, facilities for WOI-AM-FM, the University's closed circuit instruction, public address and recording services, and Extension recording services.

WOI-TV transmits from a 2,000-foot tower located near Alleman and provides a high quality television signal up to 85 miles from this location. It serves 1,200,000 persons within an area of 22,700 square miles.

IOWA STATE UNIVERSITY PRESS

The Press is a nonprofit corporation designed to serve the publishing needs of both a professional book publishing program and student publications.

A staff of 30 carries on a professional book publishing operation, including manuscript selection, planning, editing, designing and selling on a world-wide basis. Most of the books are scholarly volumes at a college level in the fields of the University, plus some of a regional nature about Iowa and the Midwest. More than 250,000 volumes a year carrying the Iowa State imprint go to 85 foreign countries as well as to points throughout the United States.

Manuscripts must be approved by a manuscript committee appointed by the President. Included are a representative from each of the colleges, three faculty members at large, the chairman of the Press board of directors, and the director of book publishing. In production, sales and royalties, the Press offers terms and results comparable to those of other publishers.

Ownership of the Press is vested in five student publications: *Outlook, The Iowa Engineer, The Agriculturist,* the *Iowa State Daily* and the *Bomb*. The board of directors has 12 members: the chairman (the head of Journalism and Mass Communication), two representatives from each of the owner publications—one a faculty representative and the other a student—and the chairman of the Manuscript Committee. Student undergraduate publications are channeled through the printing plant of the Press, and in the preparation stages are handled by the students themselves.

Book publishing operations of the Press are

located on South State Avenue. Printing facilities are in the Press Building. northeast campus.

PRINTING SERVICE

Printing Service, in the Printing and Publications Building, has facilities to produce a variety of printing and associated services on campus, including offset printing and the typing of manuscripts. It is equipped for assembling, stapling, binding and trimming publications, stuffing envelopes, and mailing.

Printing Service also maintains several copy centers on campus for duplicating printed material in amounts up to about 300 copies. These centers are in the Hub, East Hall, Memorial Union, Marston Hall, Curtiss Hall, and Physics.

SCHEDULING EVENTS

The Special Events Committee is responsible for keeping the campus master calendar in which large events of an all-University nature, both on and off campus, are scheduled. To apply for a specific date, application forms may be picked up at the Bookstore or at the SEC office in Stephens Auditorium. This form should be completed and returned to the SEC office where it will be processed and brought before the Special Events Committee for action. Each applicant will be informed as to the outcome, or will be invited to discuss scheduling problems with the Special Events Committee in order to resolve conflicts. The SEC office will then help secure clearance for the space requested.

Smaller events need not be scheduled through the Special Events Committee, but persons doing such scheduling may still wish to check to determine possible conflicts.

Most meeting arrangements with the Memorial Union can be handled by calling the Office of Food and Meeting Room Reservations there. If space is needed in any other University building, contact the Office of Space and Schedules, 207 Beardshear Hall. For group housing of more than 60 persons, or food service in the residence halls, arrangements may be made through the Director of Residence.

C.Y. STEPHENS AUDITORIUM

The C.Y. Stephens Auditorium is available for a number of University activities. In addition to being used for musical events, plays, speakers, etc., the auditorium is available at certain times for use by University departments and organizations for holding meetings for either on-campus or off-campus groups. For additional information as to the services provided and the cost of these services, call the manager of the C.Y. Stephens Auditorium.

JAMES H. HILTON COLISEUM

The James H. Hilton Coliseum is available for a number of University activities. In addition to being used for graduations, basketball games, gymnastics meets, wrestling meets, ice events, concerts, and other musical events too large to be conveniently performed in C.Y. Stephens Auditorium, the building is available for University departments and organizations for holding large meetings and special events. For information as to the services provided and the cost of these services, contact the Office of the Director of the Center in C.Y. Stephens Auditorium.

MEMORIAL UNION

The Memorial Union is the all-University meeting house on the campus. It offers a place for conferences, concerts, dances, coffee forums, book reviews, and food services. It provides a barber shop, browsing library, bowling alley, billiard room, and table tennis rooms. The Union Cafeteria is open for meals three times a day, the Cardinal Room only at noon except Saturday and Sunday and certain holiday and between-quarter periods. Sixty guest rooms provide overnight accommodations for official guests, parents of students, guests of members, or member alumni.

Memorial Union is a club owned by students, faculty, and alumni. Faculty members are invited to take out memberships which help defray costs of operation. Membership information is available in Room 235.

For scheduling use of a room for meetings, call Foods and Reservations, Memorial Union; for guest rooms, call the Main Desk.

ALUMNI SERVICES

The Office of Alumni Affairs, maintained jointly by the University and the Alumni Association, keeps current address and biographic files on all

graduates and many former students. Through direct mail, speakers and programs available to the 80 alumni clubs, the Alumni Association's bimonthly magazine, continuing education seminars for alumni, class reunions, and other special alumni events, this office provides communication between the campus and those who were once students here.

The Alumni Association sponsors the Alumni Achievement Fund. This is a voluntary giving program through which alumni and friends of Iowa State support scholarships, student loans, lectureships, special cultural events, varsity athletics, undergraduate research projects, programs to promote international understanding, student recognition awards, graduate fellowships, distinguished professorships, and varied undergraduate activities.

Services of the Iowa State University Alumni Office are available to both faculty and students.

PURCHASING DEPARTMENT

The Purchasing Department is the central clearing house for all purchases charged to the University. *Under regulations of the State Board of Regents, responsibility for all purchases rests with the Director of Purchasing and Stores. No other member of the staff may commit university funds to outside vendors for any purpose.*

Supplies may be procured from the following stores on intramural purchase orders issued by the head or chairman of a department or section: office supplies from the University Book Store in the Memorial Union Building; chemistry supplies from Chemistry Stores in the Chemistry Building; miscellaneous supplies from Central Stores in the Central Stores Building.

MAIL SERVICE

Two types of mail service are handled by the Physical Plant Department: U.S. mail and campus (interdepartmental) mail. Mail is delivered and picked up at special points in all major campus buildings by Physical Plant Department employees. A few departments receiving large quantities of mail regularly receive their U.S. mail directly by U.S. postal truck.

First-class U.S. mail is delivered to most of the principal offices on the main campus daily beginning early in the morning. Parcel post and registered and certified mail are delivered later in the morning as received from the post office. A continuing route is maintained, sorting, delivering, and picking up both U.S. and campus mail. Pickups are made from most points at least twice daily. Only official university business papers can be transmitted via the campus mail service.

Campus mail should be addressed clearly with the name of the addressee, department name, and room and building location.

First-class mail is also picked up by U.S. mail trucks at collection boxes on campus at the times indicated on the boxes.

Requests for changes in deliveries of U.S. and campus mail should be directed to the Physical Plant Department in writing from department heads.

EQUIPMENT NEEDS

University equipment is purchased by appropriately approved requisitions for official university use only. The borrowing of university equipment for private and/or personal use is not authorized.

KEYS

Keys for buildings and offices are provided by the key section of the Physical Plant Department. The issuance of a key to a faculty member is authorized by the presentation of a buff key card filled out by the faculty member and approved by the department or section head. The key card must bear the key mark desired. Physical Plant Department will not alter the key mark without approval of the issuing department head. Outside door keys and master keys of all categories must also be approved by the appropriate dean or director.

Time will be saved if the key card is sent to the Physical Plant Department several days in advance of need, or if a telephone request is made to have the key available. Keys should never be loaned and should be guarded with care. Lost keys will be replaced for a $1.00 non-returnable fee, upon presentation of a new key card marked "replacement" and signed by the department head. If the key is a master or outside door key, authorization of the proper college dean or director is also required. Broken keys will be replaced without charge provided both parts of the broken key are brought to the Physical Plant Department.

Before a faculty member severs connection with the University, all keys issued to him must be returned to the Physical Plant Department. Keys must not be passed on to a successor or left in the department office. Failure to return keys may mean rekeying of an area at a cost to be paid by the individual or by the department.

MAINTENANCE

Minor routine repairs such as broken windows, leaking water or steam pipes, defective door locks, and burned out lights, should be reported immediately to the section or departmental office who, in turn, will notify the Physical Plant Department office by telephone. In emergencies, the Physical Plant Department should be notified directly, and repairs will be done as promptly as possible.

Major repairs, improvements, or alterations should be requested on a form entitled, "Request for Building Repairs, Improvements and Alterations." This form must be approved by both the department or section head and the appropriate college dean or section director. It must be submitted in duplicate, and an estimate of the cost will be made and the department notified. Estimates of these costs are submitted to the deans and directors periodically for their priority recommendations.

Repair or installation of departmental equipment should be requested on an intramural purchase order to the Physical Plant Department. Emergency repairs may be requested by telephone provided an intramural purchase order is delivered to the Physical Plant Department before the end of the next working day.

TELEPHONE SERVICE

All telephone business matters may be taken up with the Accounting Department of the Business Office, Room 125 Beardshear Hall. All calls to report defective telephone operations should be made to the telephone company, dial 9-611. Requests for additional telephones or equipment should be approved by the head or chairman of the department, and then forwarded to the Accounting Office, Room 125 Beardshear Hall.

The telephones provide centrex service to all of the University telephone stations. Long distance calls outside of Iowa can be direct dialed and toll charges will be made to accounts assigned to the telephone numbers. Long distance calls within Iowa, exclusive of Iowa City and the Des Moines metropolitan area, should be placed on the Iowa WATS lines. Complete instructions are on the inside cover of the *Faculty and Staff Directory.*

Telephone company credit cards are available to qualified staff members who travel and need to place long distance calls while away from the University. Requests for credit cards should be forwarded through the appropriate department head and dean to telephone service, Accounting Office, in the same manner as other service requests. Telephone credit cards should not be used to place Des Moines calls from University telephones.

Telephone calls to Iowa City and the Des Moines metropolitan area are to be placed on special telephone tie lines which connect the University switchboard to the University of Iowa switchboard and the State House switchboard. Long distance service should never be used for Iowa City and Des Moines area calls. Complete instructions are on the inside cover of the *Faculty and Staff Directory.*

TRAFFIC AND PARKING

Parking privileges are available to staff members employed half-time or more on an A, B, E, or H basis upon the payment of the appropriate fees. Permits are required and are issued upon application by the Traffic Office, located in the Hub. C-base staff members are eligible for permits to park in student permit areas, depending on the zone of residence.

Parking permit stickers must be displayed on the inside of the rear window, left side (see regulations for exceptions). If a car is sold, stickers must be removed. When the old sticker is presented to the Traffic Office, a new one will be issued free of charge. A yearly bulletin of specific information, Traffic and Parking Regulations, is issued to each staff member so that he may know and observe the campus rules for parking and driving.

Staff members who feel that they have been unjustly cited for traffic or parking violations on campus may file an appeal at the Traffic Office. Staff members may elect to appear in person before the Staff Traffic Appeals Board,

which meets on alternate weeks, usually on Thursday. The Staff Appeals Board is composed of three staff members appointed by the President.

Staff members are invited to make suggestions to the Traffic Committee, composed of members representing most colleges and departments, and including two student members. The Traffic Committee recommends possible changes in parking and traffic regulations to the President. Further approval by the Board of Regents and the Legislative Rules Committee is required prior to being adopted and printed as Iowa Departmental Rules.

TRANSPORTATION

Transportation for official University business is available to faculty members. Whenever it is convenient, travel by privately owned automobiles with mileage reimbursement on official University business is considered appropriate.

A car pool is operated by the University to provide automobiles and station wagons to departments on a rental basis. When a vehicle is required for an official trip, it may be obtained by submitting an intramural purchase order to the University car pool specifying the dates required, department or account to be charged, and destination. Reservations may be made by telephone in advance. University-owned cars are for official use only and may not be driven by students unless accompanied by the staff member who checked out the car. The University car pool reserves the right to refuse to issue an automobile to any faculty or staff member on the basis of past use of University vehicles.

A flight service is operated by the University to provide aircraft with pilots on a rental basis for use on official University business trips. When an airplane is desired for official trips, it may be obtained by submitting an intramural purchase order to the Flight Service Department, specifying the date required, the department or account number to be charged and destination. Reservations should always be made in advance by telephone in order to determine if an aircraft is available. It should be kept in mind that travel by air for reasonably short distances will not usually be economical, and that air travel should be utilized for official trips which would otherwise require long hours of driving or additional overnight stays. Travel by air when wisely used will provide economical costs for official trips and will also save the time of faculty and staff members. University aircraft are not available without a pilot from the University Flight Service Department.

The University does not assume responsibility for injury or damage resulting from the use of a personally owned vehicle on University business. Staff members are required to carry liability insurance on personally owned vehicles used for University business in conformance with Iowa's financial responsibility law.

STUDENT HELP

Members of the faculty who wish student help in the laboratory, office, or home, may call at the Student Financial Aids Office, 9 Beardshear.

FACULTY IDENTIFICATION CARDS

The University provides each member of the faculty with an identification card for general identification, but it is especially designed to be used in checking out materials from the Library. A request for this card should be made to the office of the dean of one's college.

HOSPITAL

The Student Health Service functions primarily for the benefit of the student, but in an emergency faculty members and nonacademic employees of the University may use this service. They are entitled to use the facilities of the Hospital under care of their own physicians.

HOUSING

Staff members who wish to rent or buy a house or rent an apartment should consult a real estate agency or the Chamber of Commerce. Other housing information may be obtained from the Department of Residence, Building 100, University Village. The Department of Residence carries a partial list of available apartments in Ames and surrounding towns.

Married staff members receiving an annual salary of $9,000 or less are eligible for university housing in the University Village apartments. Write directly to Building 100, University Village for more information.

CULTURAL AND RECREATIONAL ACTIVITY

MUSIC

A complete calendar of musical events, listing all concerts and recitals, is published quarterly by the Department of Music. Copies are available at Music Hall.

With the opening of Iowa State Center auditoriums a greatly expanded program of concerts is available. The two series of concerts, each offering approximately five events, are the *Artist Concert Series* and the *Celebrity Concert Series*. A wide variety of additional special attractions are also presented at the Center. Season tickets are available through the Hub Ticket Office or the Stephens Auditorium offices.

Concerts by University choral and instrumental organizations and recitals by artist-faculty of the Department of Music are held in the Memorial Union and MacKay Auditorium as well as in Center facilities.

University faculty and members of their families are invited to participate in the specific groups described below. Membership is determined by audition in all but the Festival Chorus.

Iowa State Festival Chorus—This chorus, consisting of 500 to 600 members, sings in the Christmas Festival of Music each December. Rehearsals are held Tuesday evenings at 7 in Curtiss Hall Auditorium.

Oratorio Chorus—Open to faculty members and students by audition. This ensemble rehearses Monday, Wednesday, and Friday at 11 a.m. They perform in a Christmas Festival of Music and have sung with the New York Philharmonic, and the Boston and Philadelphia Symphonies.

Opera Studio—Selected opera scenes and chamber operas are studied and performed. Scheduled rehearsals are at 3 p.m. Tuesday and Thursday, with additional rehearsals prior to concerts.

Chamber Singers—Rehearsals are at 3 p.m. Monday, Wednesday, and Friday. Emphasis is on madrigals and other works specifically written for small chorus.

Musica Antiqua—Music of the medieval and renaissance periods is studied and performed. The University's collection of ancient instruments is available for members. Rehearsals are Monday evenings at 7:15 in Room 3 Music Hall.

Summer Chorus and Band—Regular rehearsals are held during the first term of the summer session. Faculty participants are welcome.

In addition to a section of music books in the University Library, the department maintains a collection of books and records at Music Hall. Inquiries concerning all music activities will be welcome at the Department of Music Office, Music Hall.

ART

Monthly exhibitions of the work of artists and art groups, both amateur and professional, are held in the galleries of the Memorial Union and in the Design Center Gallery. Other art exhibits are located in the departments of Architecture, Landscape Architecture, and Applied Art.

During the academic year and summer session the Committee on Lectures, Visiting Artists, and Exhibits of the Design Center supervises a series of cultural art programs for students, staff, and Ames residents, providing major lectures, demonstrations, and exhibitions. This program also features artists-in-residence.

Information about the Design Center Gallery and the Design Center program will be found in the *Faculty Newsletter* and the *Iowa State Daily*.

DRAMA

The *Iowa State University Theatre,* Department of Speech, offers various kinds of dramatic activity for students and faculty in conjunction with the academic offerings of the department. As nearly as possible, a balanced season of dramatic styles and genres is presented each year. The major season consists of six stage productions, two shows each quarter. A minor season of student produced and directed shows is also offered. Evenings of one-acts are presented periodically by the directing classes. In addition, the Theatre sometimes sponsors outstanding road show companies for its patrons.

The Theatre also presents a series of 15 films, five per quarter. The series features celebrated foreign, domestic, current, and historical films.

Finally, the *ISU Theatre* sponsors a summer theatre of light fare as a part of its ongoing program.

There is no charge for the one-acts. Tickets for all other productions may be secured at the theatre office.

DANCE

Orchesis and Orchesis II, coed modern dance clubs sponsored by the Department of Physical Education for Women, participate in many university-sponsored functions throughout the year. The groups present a major concert, Barjche, at C.Y. Stephens Auditorium during winter quarter.

The Iowa State Dance Company, a selected group of Orchesis members, is available for tours and lecture-demonstration programs.

FINE ARTS FESTIVAL

Focus is a fine arts festival held soon after the opening of the spring quarter. With lectures, music, drama, the dance and art exhibits, Focus draws attention to the work in fine arts that continues throughout the year on the Iowa State University campus. Announcements about the time, place and price of admission for each event will be made in the *Faculty Newsletter* and the *Iowa State Daily.*

LECTURES

The Lecture Series brings to Iowa State University distinguished speakers to discuss public affairs, the arts or the sciences. Most of the lectures are free. For those few events requiring an admission fee, students and student wives are admitted on their activity tickets; faculty and townspeople, on the payment of a small fee. Announcements are made in the *Faculty Newsletter* and the *Iowa State Daily.*

POLICY ON OFF-CAMPUS SPEAKERS

The Board of Regents on Oct. 23, 1964, issued a policy statement on off-campus speakers: "It is the policy of the State Board of Regents, expressed through the institutions of higher education under its control, to permit students and staff members to hear diverse points of view from speakers sponsored by recognized student, faculty, and employee organizations. This policy is entirely consistent with the aims of higher education. It is designed to emphasize that in a democratic society all citizens have not only the right but the obligation to inform themselves on issues of contemporary concern. . ."

SPORTS AND LEISURE-TIME ACTIVITIES PROGRAM

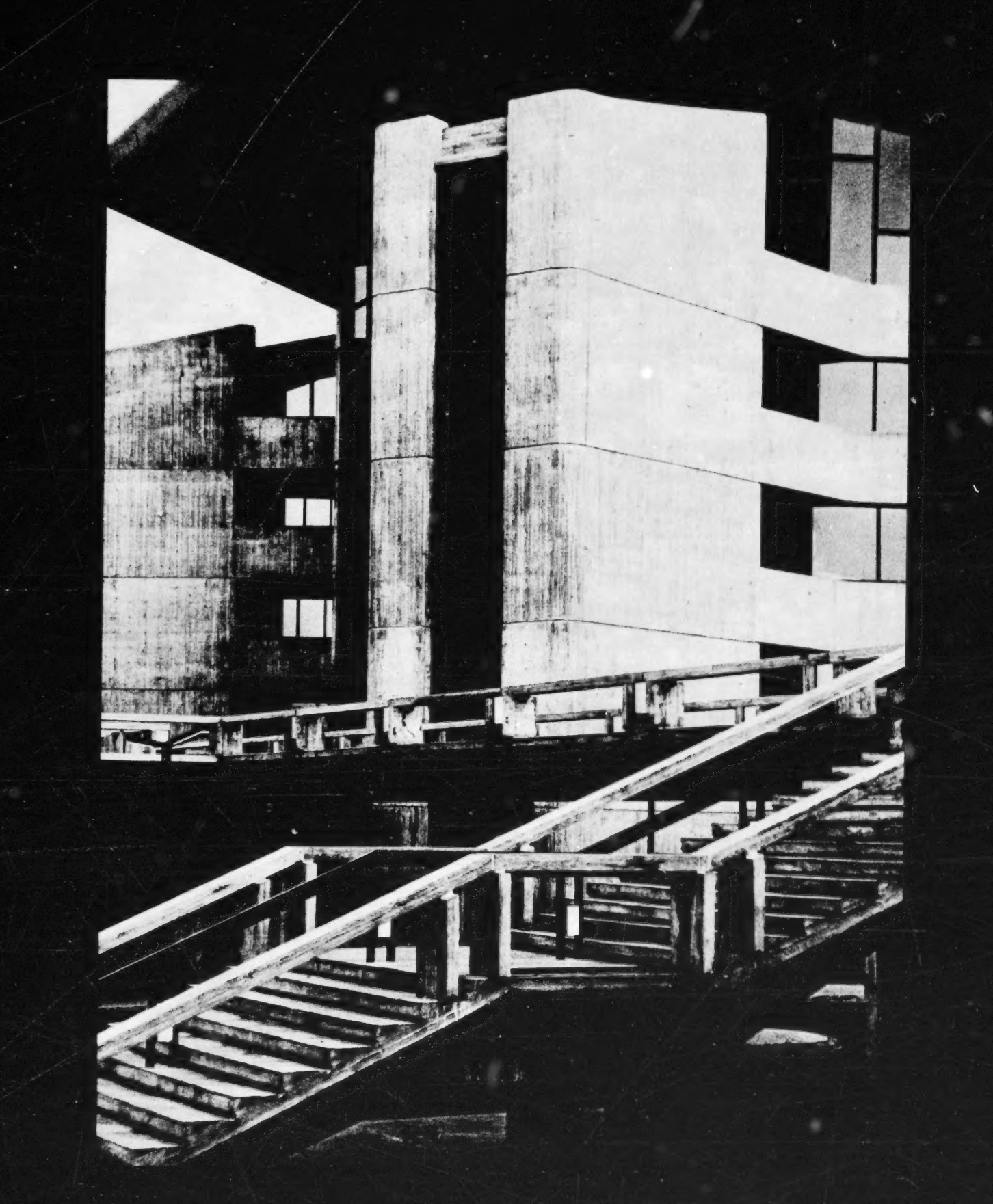
The purpose of the Iowa State Campus Recreation Program is to provide all students, faculty, and staff with numerous opportunities to engage in wholesome recreation activities in which they are free to choose what they will do during their leisure time.

The scope of campus recreation includes many areas of activity such as open recreation, outdoor camping checkout, arts and crafts programs, and other cooperative recreation programs.

The open recreation program includes the opportunity for free physical activity in Beyer Hall, State Gym (swimming pools included), Iowa State Armory, Hilton Coliseum, East Gymnasium, outdoor tennis courts near Beyer and East Gym, outdoor basketball courts near Beyer, intramural fields east of the Towers, intramural fields east of Maple-Willow, and play fields north of Beyer.

The George F. Veenker Memorial Golf Course, with the addition of a new clubhouse, is located northwest of campus on Stange Road.

An outdoor camping checkout program is available for the campus community. The equip-



ment available for rental include canoes, car top carriers, life vests, paddles, pack sacks, food packs, stove kits, storm kitchens, tents, and camping tools. A nominal rental fee is required for the rental of all camping equipment.

An Arts and Crafts Program is available in the Memorial Union. There are open workshops provided in the Crafts Center. Open time for students to work in the Arts and Crafts Program is available with qualified supervision. Information regarding this program is available at Room 32 in the Memorial Union.

Other physical, cultural, and social recreation programs are sponsored in coordination with various departments, organizations, and groups on campus and off campus. For further information concerning campus recreation activity contact the Campus Recreation Program Adviser, 214A Beyer Hall, or the Dean of Students office, 5th Floor Memorial Union.

PHYSICAL EDUCATION FOR WOMEN

The Department of Physical Education for Women offers facilities of the Gymnasium to faculty and staff women on Monday evenings for participation and/or instruction in a variety of sports, swimming and exercises. There are two 12-week sessions plus a six-week session, each with a nominal fee. The first session starts the end of September, the second session in January, the third in April. Information is available at East Gymnasium, Room 235.

Naiads, a coed synchronized swimming club sponsored by the Department of Physical Education for Women, presents a synchronized swimming show for three evenings during spring quarter.

The department also provides interscholastic competition for women in the following sports: hockey, volleyball, golf, gymnastics, tennis, and swimming. These meets are open to the public without charge.

PHYSICAL EDUCATION FOR MEN

The *Department of Physical Education for Men* offers faculty members a wide variety of opportunities for recreation and intramural activities. The indoor facilities of the department, including those in Beyer Hall and State Gymnasium, are available for individuals and groups at arranged hours. Information concerning schedules and lockers may be obtained at the Physical Education Office, Room 202 Beyer Hall.

Activities offered on a sports club basis include badminton, canoeing, cricket, fencing, flying, handball, ice hockey, judo, karate, motorcycling, parachuting, rifle and pistol, rodeo, rugby, sailing, scuba, skiing, soccer, squash, trap and skeet, volleyball, water polo, and weight lifting. Additional information is available at the Sports Club Coordinator's Office, 214 Beyer Hall.

The intramural sports program provides organized competition for faculty, staff, and graduate students in team and individual sports. Information regarding this program is available at the Intramural Office, 214 Beyer Hall.

The *Department of Intercollegiate Athletics* offers a broad intercollegiate program of sports consisting of football, basketball, baseball, track, wrestling, swimming, gymnastics, golf, and tennis as a member of the Big Eight Conference. Greatly reduced rates are offered to the faculty on football and basketball season tickets. The rates vary each year according to the number of home football and basketball games. Normally, however, the price will be about one-third less than the public single game ticket price. Reserved seats are provided for football, basketball, and wrestling as well as admission to all other athletic events. Ticket information is available at the Athletic Business Office, 107 State Gymnasium.

ORGANIZATIONS

Iowa State University is well represented with a large number of honorary and professional societies and organizations pertinent to the academic disciplines represented on the campus. Lists of these organizations will be found in the General Catalog of the University, and in the *Chart,* the student handbook.

Among the groups with a University-wide interest for faculty members and spouses are the following:

AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

Membership in the American Association of University Professors is open to teachers and research scholars at Iowa State University and to graduate students. Both the national organization and the Iowa State chapter carry on programs for the advancement of the teaching profession in such areas as academic freedom and tenure, economic welfare, and professional development.

THE AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

The American Association of University Women has an active branch in Ames. Any woman holding a four-year degree from a regionally accredited college or university is eligible for membership upon presentation of credentials and payment of dues to a branch treasurer.

Interest groups in the Ames branch include music, art, book discussion, consumer affairs, education, bridge, and other topics of current interest.

Meetings are held on the second Tuesday evening of each month.

FACULTY WOMEN'S CLUB

The *Faculty Women's Club* is an organization for wives of staff members or women staff members in administration, teaching, research, extension, or student affairs; women students enrolled in the graduate college; wives of graduate students; wives of Ames ministers; or women relatives of staff members or of staff member's wives. It is an educational, philanthropic, and social club with General Assemblies scheduled on the second Wednesday of each month during the academic year.

Divisions within the club are Artcraft, Bible Literature, Bowling, Child Study, Fine Arts, French, Heritage, History and Literature, Home Economics, Modern Literature, Nature Study, Newcomers, Spanish, and Writer's Workshop.

IOWA STATE UNIVERSITY ALUMNI ASSOCIATION

The I.S.U. Alumni Association, organized in 1878, is incorporated under Iowa law to provide services for Iowa State University and its alumni. Association membership is open to graduates, former students and staff members. The alumni offices, staff and facilities, located in Memorial Union, are supported jointly by Iowa State University and the Alumni Association.

IOWA HIGHER EDUCATION ASSOCIATION

The I.S.U. chapter of the Iowa Higher Education Association was organized in 1972. As the chapter is an affiliate of the Iowa Higher Education Association, the Iowa State Education Association, and the National Education Association, it has access to the resources of these organizations. Membership is open to faculty, administrators and professional staff. The goals of the association are to improve the status and professional practices of its members, to promote group action for the solution of problems in education, and to promote favorable legislation for higher education.

Ames

The village of Ames was laid out and plotted in 1864. The community of some 200 settlers was created so that the Cedar Rapids and Missouri railroad (now the Chicago and Northwestern Railway) could be extended through central Iowa. The town was named after Oakes Ames, a Massachusetts congressman, who was financially interested in the building of the railroad.

Ames grew up with Iowa State; in 1870, two years after the University opened, Ames was incorporated as a village, with a population of more than 650 people.

According to the 1970 census, the population of Ames totaled 39,505 including 19,620 students. The unofficial population at the close of 1972 is generally given as 42,000, including the student population.

The city operates under a Mayor-Council form of government with a city manager responsible for all operating departments.

In addition to Iowa State University, many state and federal institutions are located in Ames. The Iowa State Highway Commission, created in 1913 and headquartered initially at the University, moved to its present location in 1923 and currently has a staff of more than 1,000 people. Other state and federal institutions include the National Animal Disease Laboratory, the Ames Laboratory of the United States Atomic Energy Commission, Bureau of Animal Industry Swine Disease Research and Brucellosis Laboratory. More than 50 small industries also flourish in the city.

AMES COMMUNITY SCHOOLS

The Ames Community School District educates children from kindergarten through senior high school. There are nine elementary schools, two junior highs and one senior high. About 6,000 students are enrolled in the public schools. The district has approximately 375 certified teachers. St. Cecilia Catholic School instructs in grades one through six.

The high school prepares students for college and for technical training beyond high school and offers recreational and industrial courses for those who plan to work immediately after graduation. A work experience program and summer school programs are available.

Adult education classes are offered in any legitimate subject in which there is sufficient interest to establish a class, if an instructor can be located. Classes are offered in the fall, winter, and spring. The Director of Adult Education is in charge of arrangements which are coordinated with the policies of the Des Moines Area Community College, sponsor of the classes. His office is in the senior high school. Some vocational education classes are organized under the Director of Vocational Education in Trade and Industrial Occupations. The time of enrollment and class sessions are coordinated with Adult Education Classes. A nine-month practical nurse program is under the auspices of the Des Moines Area Community College.

CHURCHES

There are 36 churches in Ames, and some denominations worship in other facilities. These faiths include: Apostolic Church, Assembly of God, Baha'i Faith, Baptist, Catholic, Christian, Christian Science, Christian Reformed, Church of Christ, Church of God, Church of Jesus Christ of Latter Day Saints, Congregational-United Church of Christ, Episcopal, Evangelical Free, Friends, Jewish, Lutheran, Nazarene, Presbyterian, Seventh Day Adventist, Unitarian, and United Methodist.

HOSPITAL

Mary Greeley Hospital is municipally owned with a 230-bed capacity. Extensive clinical services are available to patients and physicians. Patient fees pay about 97 percent of the total operating costs. In addition there are the Riverside Manor Nursing Home, 59 beds, and North Grand Care Center, 100 beds.

COMMUNITY GROUPS

More than 500 community groups are actively organized in Ames. Among them are Rotary, Lions, Kiwanis, Ames Women's Club, Soroptimist,

League of Women Voters, American Legion, V.F.W., Altrusa, Elks, Moose, Optimist, Toastmasters, Golden Agers, Izaak Walton League. For young people there are Campfire Girls, Boy Scouts, Girl Scouts, Ames Boys' Club, Y.W.C.A. and Y.M.C.A.

PARKS, PICNIC AREAS

There are 18 parks and picnic areas within Ames city limits and accessible to all sections of Ames. In addition, there are several county parks and recreation areas within the boundaries of Story County.

RECREATION PROGRAM

A municipally operated recreation program is conducted under the direction of the Recreation Commission, appointed by the mayor. The summer recreation program includes activities for all ages in 40 different interest groups. The city operates a municipal golf course and two municipal swimming pools, one in cooperation with the high school. The winter recreation program includes basketball, volleyball, skating, dances, play days, gymnastics, a hobby show, wrestling and judo, folk and square dancing.

The Ames Golf and Country Club is open to its membership and has a golf course and swimming pool.

MUSIC AND DRAMA

Music and drama are promoted by the Town and Gown Chamber Music, the Ames Choral Society, The International Music Festival Association, Ames Municipal Band, and Actors, Inc. (community theatre). The Octagon, a community art center, is operated by the Ames Society for the Arts, a nonprofit organization whose membership is open to all who wish to support and participate in the arts.

Faculty members also participate in many of the activities sponsored by the University.

THE PUBLIC LIBRARY

The Ames Public Library has a diversified collection of approximately 60,000 books, a record service, and an unusual book section for children and young adults. The library also operates a Bookmobile service. All Ames residents or taxpayers are eligible for a library card which entitles them to check out books, periodicals and records. Residents of Story County, outside of Ames, may use the library for a $5 annual fee.

ADDITIONAL INFORMATION

The Ames Chamber of Commerce is available for community information; also the Office of the Mayor in the City Hall.

Election Laws and Procedures

Story County is located in the 5th Congressional District. Parts or all of state senatorial districts 20, 21, and 22, and state representative districts 40, 41, 42, and 43 are located in Story County. There are 51 voting precincts in Story County. The County Auditor serves as County Commissioner of elections. This office has charge of all elections and is located in the courthouse at Nevada.

In order to vote in any election you must be registered at least 10 days preceding an election. You may register at the City Clerk's Office, the Office of the Commissioner of Elections, with a mobile registrar or a branch registrar deputy.

APPENDIX A

UNIVERSITY COMMITTEE ON HUMAN RELATIONS

The policy of Iowa State University is to protect and preserve the human rights of all faculty, staff, and students. The University serves, regardless of race, sex, or creed, all who seek its instruction. Its students and faculty may well include members of all groups and segments of society, accepting each other and learning or working together. In education, housing, employment, social activities, and all other areas of university life, individuals are to be evaluated on the basis of ability and merit, without regard to race, color, creed, sex, or national origin.

The University considers it an obligation to work actively to end discrimination. Where there has been an infringement of human rights, the administration will undertake to correct the situation and to prevent its recurrence.

A. Structure

1. The committee shall consist of at least five faculty and three student members (at least eight in all).
2. The faculty members of the Committee shall be appointed by the President of the University.
3. The Chairman of the Committee shall be one of the five faculty members and shall be appointed as chairman by the President of the University.
4. The three student members shall be nominated by the Government of the Student Body and appointed by the President of the University. Although each member of the Committee necessarily represents the whole University, the following general rules are suggested to assure the Committee of the benefit of students with a knowledge of a wide range of University life:
   a. The three student members should be from different classes and may include one graduate student.
   b. The student members should represent, insofar as is possible, different residence groups.
5. The Committee shall elect a Vice-Chairman and a Secretary, from the membership of the committee.
6. The Committee shall be responsible to the President of the University, to whom its recommendations shall be made.

B. Duties

1. The University Committee on Human Relations shall concern itself with any problems concerning injustices based upon prejudice involving race, creed, color, sex, or national origin, wherein the rights of any member of the Iowa State University faculty, staff, or student body may have been infringed upon in the scope of the University operations.
2. It shall be the duty of the Committee:
   a. To recommend to and advise the President in the area of Human Relations.
   b. To encourage and help execute an educational program designed to promote equal rights in the University community.
   c. To receive and investigate complaints and to initiate inquiries.
   d. To hold hearings and to make findings and recommendations.
   e. To cooperate with all areas of the University community in eliminating discriminatory practices based on race, color, creed, sex, physical disability, or national origin.

C. Procedures

1. The Committee shall maintain liaison with the various departments, committees, and individuals of the University which may be most directly concerned with matters that might come before the Committee (Department of Residence, Dean of Students, Committee on Fraternities and Sororities, and the like).
2. Any person who claims to have been discriminated against by any area of University operations for reasons of race, color, creed, sex, or national origin may, either by mail or in person, file with the Committee or with an individual member of the Committee a formal statement setting forth in writing specific details. If the statement is filed with an individual Committee member, such member shall bring it to the attention of the full Committee at the next regularly scheduled meeting; or, if the statement seems to warrant it, he or she may request that a special meeting of the Committee be called; or he or she may simply bring the matter to the attention of the Chairman of the Committee.

3. Upon receipt of a formal statement of alleged discrimination, the Chairman shall either present the matter to the Committee or may designate the proper subcommittee or an individual member of the Committee or appoint an appropriate person(s) connected with the University but not a member of the Committee to investigate the allegation and gather pertinent information. In the latter instances, the findings of the inquiry shall be presented to the Committee. The Committee may also refer the matter to the appropriate University committee or department or individual.
4. The Committee or subcommittee has the authority to receive testimony and evidence from individuals who may be involved in or have information concerning the allegation.
5. If the Committee believes that the allegation has been substantiated it may recommend corrective measures to the President of the University.
6. If the committee finds insufficient evidence to support the allegation it shall dismiss the matter and, where necessary, shall publicize the results of its deliberations and investigations in order to clear an individual or group of false, misleading, or unsubstantiated charges.
7. If any party involved wishes to appeal the recommended action he may submit a written request asking for a further hearing and stating his reasons for so doing. Denial by the Committee on Human Relations of such an appeal is not to be construed as denying any party the right of further appeal to the President of the University.
8. The foregoing procedures shall be followed insofar as they apply when the Committee initiates the inquiry itself.

APPENDIX B

THE FACULTY COUNCIL OF THE IOWA STATE UNIVERSITY

Basic Document

Section 1. Name. This body shall be known as the Faculty Council of the Iowa State University. It is responsible to the General Faculty (the official body of the Iowa State University).

Section 2. Purpose. The Faculty Council is intended to facilitate communication between the faculty and the General Faculty, the President, Vice-Presidents, Deans and other administrative officers of the University.

Section 3. Character. The Faculty Council shall be an elected body. (See Section 5.) Each member of the Faculty Council shall represent the Iowa State University faculty interests as a whole.

Section 4. Functions. In all its functions the Faculty Council shall be advisory, rather than legislative or administrative. The Council shall conduct studies and make recommendations concerning matters of educational policy and faculty welfare affecting the University as a whole. Such studies may be made at the request of the President, or the General Faculty, or on the initiative of the Council.

The Council shall consider all cases involving possible injustice toward a faculty member, or members, which may be referred to it by the individual or groups concerned, by any dean, or by any vice-president, or the President of the Iowa State University. The Chairman of the Faculty Council shall make an annual written report to the President of the University, General Faculty, and all members of the College Faculties. Any member(s) of the Council may report to any College Faculty whenever invited to do so.

Notwithstanding any other provisions of this Basic Document, and in the absence of specific authorization by the General Faculty, the Faculty Council shall confine itself to matters internal to the University that clearly represent educational policy, faculty welfare, or both, and the Faculty Council shall not attempt to speak or otherwise communicate for itself, the General Faculty, or the University, either directly or indirectly, on legal, religious, commercial, private, public policy, or other matters outside the University.

Section 5. Membership. Membership in the Faculty Council shall be determined as follows: each College within the University shall be entitled to one representative for each one hundred people or portion thereof in each academic rank. The determination of representation shall be made yearly from each academic rank and College. Adjustments in representation from a particular

rank from a given College may be made yearly by the election committee consistent with Section 7 and Section 12 and all other provisions of this Basic Document.

Section 6. Term. Members of the Faculty Council shall serve for a period of three years or until their successors have been elected and have taken office. They shall take office at the first Council meeting following the election. No member may be elected for more than two terms in succession.

Section 7. Continuous Body. Approximately one third of the Council members will be elected each year. The exact number to be elected to the Council from each College each year shall be determined by the election committee in accordance with the directives in the Basic Document (as amended).

Section 8. Definitions. For purpose of Faculty Council elections, the term College Faculty shall include full-time instructors and associates, and all persons of professional rank (professors, associate professors, and assistant professors).

For purposes of voting and membership on the Council, a person shall be regarded as of the Faculty of only one College. If a person is serving on more than one College Faculty, he shall inform the Faculty Council by November 1 with which College Faculty he wishes to be identified for election purposes. If he fails to notify the Faculty Council of his College affiliation, he shall be assigned to a faculty by the Faculty Council.

Section 9. Eligibility of Faculty Council Members. All members of the College Faculties as defined in Section 8, other than those with the title of President, Vice-President, Dean, Director, Associate Dean, Associate Director, Assistant Dean or Assistant Director are eligible for election to the Faculty Council. Representatives from the various Colleges shall be members of the faculty of the College with which they are affiliated, and shall be nominated and elected by the eligible voters on the faculty of that College.

Change of rank or College affiliation before expiration of a term shall not disqualify a member of the Council for the term for which he was elected.

Section 10. Nomination of Faculty Council Members. The nominating process shall be as follows: each member of each College Faculty shall be mailed a nomination ballot to be used, if he so desires, to nominate candidates from his College for election to the Council.

The three faculty members receiving the highest number of nomination ballots for each vacancy shall be placed on the election ballots.

Section 11. Election of Faculty Council Members. Election shall be by written secret ballot. The candidate receiving the most votes for each vacancy shall be elected. The nomination and election processes shall be handled by the Faculty Council. In cases of ties, the Council shall determine the winner by lot.

Elections shall be held each spring quarter on a date to be determined by the Council.

Section 12. Unexpired Terms. Vacancies on the Faculty Council shall be filled by the Council for a term to be determined by the Council consistent with Section 7 and all other provisions of the Basic Document.

Section 13. Meetings. The Faculty Council shall hold at least one regular meeting at a stated time during each quarter of the academic year.

The Council shall hold special meetings upon request of the President, at such times as the Council or its Chairman may determine, and upon call of the Chairman or Secretary whenever requested (in writing) by fifteen or more faculty members. The Council may invite the President, a dean, a director, or any other person to meet with it at any time.

Section 14. Organization. The Faculty Council shall elect its Chairman and Secretary from its members, and establish its rules and bylaws of procedure. Copies of the rules and bylaws shall be distributed to all members of the College Faculties.

Section 15. Amendments. Amendments to this Basic Document may be initiated by written proposal submitted to the General Faculty by ten or more members of the College Faculties. The proposed amendments shall be sent in writing to all members of the General Faculty at least thirty (30) days before the vote is taken. Adoption shall require a majority of those voting.

The original basic document of the Faculty Council was approved by the General Faculty February 15, 1954. The document was subsequently amended. Following the adoption of an amended

version by the membership of Faculty Council on April 12, 1966, the document was approved by the General Faculty of Iowa State University on May 26, 1966.

Rules and Bylaws
of the
FACULTY COUNCIL of the IOWA STATE UNIVERSITY
as Adopted May 17, 1966 and
Subsequently Amended

Article I. Basic Document

The Basic Document of the Faculty Council of the Iowa State University, dated April 1966, and approved by the General Faculty on May 26, 1966, defines the purpose and functions of the Faculty Council and its membership and election procedures. The provisions (Section 1 through 15) of the Basic Document therefore shall become an integral part of the rules and bylaws of the Faculty Council of the Iowa State University.

Article II. Election of Officers

The officers of the Faculty Council shall consist of a Chairman and a Secretary who shall be nominated by a written ballot. The two nominees for each office who receive the largest number of votes shall be voted upon by written ballot. Election shall be by a majority vote of the members present. The nomination and election of officers shall be held annually at the last regular meeting of the Faculty Council in the Spring Quarter.

In addition to the Chairman and the Secretary, the Faculty Council shall elect one representative by ballot from each of the Colleges, except the Graduate College, who, together with the Chairman and Secretary, shall constitute the Executive Committee. (Adopted October 8, 1968.)

Article III. Powers and Duties of Officers and Executive Committee

Section 1. It shall be the duty of the Chairman to call the members to regular and special meetings and to preside over each meeting of the Faculty Council. He shall appoint special committees as needed to facilitate the business of the Council.

Section 2. It shall be the duty of the elected Secretary to supervise the recording of the minutes of each regular and special meeting of the Faculty Council and of the Executive Committee and to maintain a permanent record of these minutes and proceedings. Copies of the Faculty Council minutes of each meeting shall be sent to each member of the Council prior to the next meeting.

Section 3. It shall be the duty of the Executive Committee to act for the Faculty Council subject to its final approval, on such emergency problems as may arise when a quorum (a simple majority) is not available. The Executive Committee shall elect its own Vice-Chairman who shall serve for the Chairman of the Faculty Council in the latter's absence.

Article IV. Election Procedure for Members.

Section 1. The election committee shall report to the Faculty Council in January its recommendations for the next election. The report for Faculty Council approval shall include the positions to be filled and the procedure for filling the positions.

Section 2. When preparing this report, the committee should bear in mind

(1) that Section 5 allows for adjustment of the membership to be elected to implement Section 7 of the Basic Document.

(2) that adjustments should be made whenever more than one third of the Council is elected in any one year.

(3) that an attempt should be made to balance the number elected each year from each academic rank.

Article V. Filling Unexpired Terms

When a vacancy is created by the inability of a member of Faculty Council to serve:

(1) The remaining representatives from the College in which the vacancy occurs shall serve as a committee to recommend a replacement.

(2) The replacement shall be from the same College and academic rank represented by the member who is unable to serve.

(3) With the consent of the replacement, the committee shall submit its recommendation to Faculty Council for approval.

(4) The committee shall seek neither the advice nor the approval of any other person or persons. (Adopted November 14, 1967.)

Article VI. Amendments

These rules and bylaws may be amended by a majority vote of the Faculty Council. Proposed amendments shall be presented in writing at a previous meeting of the Faculty Council.

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